

TITLE: Care (Calm)/Recovery Room Assistant

QUALIFICATIONS:

1. Minimum of 60 hours of college credit.
2. Able to demonstrate effective behavior management techniques and interventions.
3. Ability to function effectively as a member of the school team.
4. Positive interpersonal skills and the ability to relate well with staff, parents, community members, and students
5. Preferred experience with trauma-informed and restorative justice practices.

REPORTS TO:

Building Administration

JOB GOAL: To help students regulate their emotions/behavior and return to the regular learning environment.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Continually supervise students to ensure a safe, non-threatening, nurturing environment where students can thrive.
2. Foster relationships with parents and family, volunteers, and other caring-adult mentors and program supporters in the community.
3. Promote the inclusion and acceptance of all students.
4. Assist students in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior with an emphasis on successful reintegration.
5. May escort students to and from locations.
6. Attend meetings or trainings as required, with emphasis on social emotional learning.
7. Professionally interact with students, staff and the public.
8. Establish constructive relationships with students and interact with them according to individual need.
9. Provide feedback to teachers and/or administrators on students' achievement, progress, problems, and other concerns, as directed.
10. Promote good student behavior, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behavior.
11. Coach students through the process of de-escalation.
12. Support trauma informed mindfulness, and restorative justice practices.
13. Assist students in actively working on strategies to self-regulate emotions.

14. Develop and implement brain breaks for students.
15. Teach students how to identify their emotional triggers and use tools to calm themselves.
16. Document student behavior data and interventions, which may include restitutions made by students, on/off task behavior, work completion, etc.

TERMS OF EMPLOYMENT:

Wages, hours, terms and conditions of employment pursuant to negotiated agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions set forth in the collective bargaining agreement

PHYSICAL DEMANDS:

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

MENTAL DEMANDS:

The assistant must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the assistant must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.