



Job Description

Francis Howell School District

Paraprofessional - Recess

Purpose Statement

The job of Paraprofessional - Recess is done for the purpose/s of performing a variety of general duties as assigned; and ensuring a safe and orderly environment for students during recess.

This job reports to Site Administrator

Essential Functions

- Attends in-service training for the purpose of gathering information required to perform functions.
- Implements effective discipline procedures for the purpose of training students to follow rules.
- Maintains playground equipment and replenishes supplies as needed for the purpose of ensuring that equipment is working properly to prevent harm to the students.
- Monitors students at all times during recess for the purpose of supervising activities and ensuring their safety.
- Organizes and plans activities for students during indoor and outdoor recess for the purpose of keeping them engaged and active.
- Reports discipline concerns to the appropriate teacher and/or principal for the purpose of making the aware of a potential problem.
- Reports safety hazards to the appropriate office, custodial and/or maintenance personnel (e.g. broken equipment, suspicious activity or persons, etc.) for the purpose of preventing accidents.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; and preparing and maintaining accurate records.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as

part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

60 hrs college credit or completion of appropriate assessment

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

6/21/2022

Salary Grade

PG10

Revised Date

Empowering students to be lifelong learners prepared for the future.