

JOB DESCRIPTION

- I. JOB TITLE:** Program Support Employee (PSE)
- II. REPORTS TO:** Building Administrator(s)
- III. GENERAL DESCRIPTION OF POSITION:**
Program Support Employees are primarily responsible for student supervision. General student management as well as detention and in-school suspension may be assigned. Also, duties may include student personal care, staff and program coordination, supervision of clerical employees in a particular program, general building supervision, and incidental or temporary assistance in various offices. Assignments generally do not include work in regular education classrooms or libraries or as aides to teachers in the regular education program.
- IV. WORK YEAR:**
All student school days plus one day prior to the students' first day and one workday after the students' last day generally are worked.
- V. WORK WEEK:**
20-40 hours per week (inclusive of one half hour paid lunch per day if required to eat lunch with students or exclusive of one-half hour of duty free lunch per day)
- VI. QUALIFICATIONS:**
- A. High school diploma or equivalent (minimum)
 - B. The ability to cooperatively work with students including those deemed to be at-risk
 - C. Good organizational skills
 - D. Good oral and written communication skills
- VII. ESSENTIAL JOB DUTIES:**
- A. Supervise students at school and at school activities away from school, as assigned.
 - B. Supervise in-school detention and/or suspension programs, if assigned.
 - C. Supervise clerical employees and/or paraprofessionals, if assigned.
 - D. Perform personal care functions for students, if assigned.
 - E. Provide incidental or temporary assistance in school offices, as assigned.
 - F. Perform other duties as assigned by the building administrator(s).
- VIX. COMPENSATION & BENEFITS**
The Program Support Employee is a non-bargaining unit position. Compensation and benefits are in accordance with Program Support Employees Working Conditions.