



Little Falls Community Schools

14750 Riverwood Drive | Little Falls, MN 56345
Phone: 320-632-2005 | Fax: 320-632-2010

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Student-Building Paraprofessional	Department / Building:
Reports To: Building Principal	FLSA Status: Non-Exempt
Pay Grade: Level 4	Bargaining / Work Unit: MSEA/Administrative Assistants Paraprofessionals
Duty Year: 181 days (approximately)	Position Last Updated: 3/18/2025

SECTION II: JOB SUMMARY

The Student-Building Paraprofessional plays a critical role in maintaining a safe, respectful, and structured school environment. This position is responsible for monitoring student behavior, supervising common areas, and ensuring adherence to school policies. By fostering positive interactions and addressing conflicts proactively, the paraprofessional contributes to a secure and supportive learning environment for all students.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Student Supervision and Safety
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Tasks involved in fulfilling above duty/responsibility:

- Supervise hallways, restrooms, cafeteria, commons areas, and adjacent school grounds to ensure student safety and appropriate behavior.
- Monitor students during non-instructional times, such as passing periods, study halls, and lunch breaks.
- Provide guidance and redirection to students, reinforcing school rules and expectations in a positive manner.
- Escort students to designated locations when needed and respond to disciplinary situations appropriately.
- Implement and support school safety procedures, including emergency drills and crisis response protocols.

Duty/Responsibility #	2	Statement of duty/responsibility: Behavior Management and Conflict Resolution
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Tasks involved in fulfilling above duty/responsibility:

- Communicate with students regarding positive behavior expectations and reinforce respectful interactions.
- Address and de-escalate student conflicts, utilizing conflict resolution strategies to promote a positive school climate.
- Maintain a visible and approachable presence to encourage student compliance and engagement.
- Report incidents of misconduct, vandalism, or safety concerns to the appropriate school administrators.
- Follow policies and guidelines as outlined in the student handbook and school discipline procedures.

Duty/Responsibility #	3	Statement of duty/responsibility: Communication and Documentation
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Tasks involved in fulfilling above duty/responsibility:

- Maintain a log of observed student behavior, incidents, and interventions as requested by administration.
- Report significant student or community issues to the Building Principal in a timely manner.
- Collaborate with teachers, administrators, and support staff to ensure consistent behavioral expectations.

- Serve as a liaison between students and school personnel to promote a positive and structured environment.

Duty/Responsibility #	4	Statement of duty/responsibility: Special Projects and Other Duties
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Tasks involved in fulfilling above duty/responsibility:

- Assist with arrival and dismissal procedures to ensure smooth transitions.
- Provide support during school events, assemblies, and emergency situations as needed.
- Participate in professional development and training related to student supervision, behavior management, and school safety.

Perform other duties as assigned or requested.

SECTION IV: WORK REQUIREMENTS AND CHARACTERISTICS

Education/Certification Requirement: High school diploma or equivalent required. Experience working with school-aged children preferred.

Essential Skills:

- Strong ability to supervise and engage with students in a respectful and professional manner.
- Effective communication skills for interacting with students, staff, and the school community.
- Ability to remain calm and exercise sound judgment in conflict resolution and crisis situations.
- Knowledge of school policies, procedures, and behavioral expectations.
- Professional appearance and demeanor appropriate for a school environment.
- Ability to work collaboratively with school staff and administration.

SECTION V: PHYSICAL JOB REQUIREMENTS

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

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical	Lifting/Carrying		Exposure to Environmentals	
Standing	C	Up to 10 pounds	F Possible exposure to blood-borne pathogens through body and/or body fluids	N
Walking	C	Up to 25 pounds	O Toxic chemicals	N
Sitting	F	Up to 50 pounds	N Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N Electrical shock risk	N
Pushing/pulling	F	Up to 100 pounds	N Explosives	N
Hearing	F	More than 100 pounds	N Fumes	N
Feeling, grasping, finger dexterity	O	Noise Levels	Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F Varying weather conditions	N
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N Vision for close work/ability to adjust focus	F
Distinguishing smell	N		Looking at computer monitor	O
Distinguishing temperature	N		Color vision (identify and distinguish colors)	O
Traveling by automobile	N		Peripheral, depth perception	F

SECTION VI: STANDARDS OF CONDUCT AND JOB PERFORMANCE

Performance of Duties. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District