

Renton School District Job Description

Building Support

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: Building Administrator

Bargaining Unit: Renton Education Support Professionals (RESP)

Level: RESP 1

FLSA Status: Hourly, Non-exempt

Revised Date: 12/7/2018

Primary Purpose

The primary purpose of this position is to support and supervise students in a variety of settings under the direction of one or more certificated staff members. Responsibilities vary with individual assignment, but typically include supervising students on campus before, during and after school, as well as provide support in the school office.

Minimum Qualifications

1. 18 years of age
2. High school diploma or equivalent
3. Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
4. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

Requirements within 60 days of Employment

1. Valid and current first aid/CPR/AED card
2. Online workplace training

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Maintain communication with teachers, supervisors, staff or others as appropriate.
2. Complete and maintain relevant records, forms and documentation; collect relevant student data; create and prepare educational materials and learning environment as needed.
3. May assist in organizing parent involvement activities, including: planning, publicity, facilitation, record keeping, communications and recruiting parents.
4. Manage student behavior on the playground, in the lunchroom, in the gymnasium, to and from classes, In School Suspension, and in the locker room. May accompany students throughout the school premises.
5. Act as crossing guard and/or bus loader.
6. Provide basic First Aid when necessary.
7. Maintain regular attendance.

8. Establish and maintain effective working relationships with colleagues, students, parents and community members.
9. Comply with all Board policies, rules, procedures and collective bargaining agreements.
10. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management.
3. Demonstrated knowledge of general clerical skills and use of appropriate technology and software.
4. Demonstrated ability to show flexibility and good judgment.
5. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
6. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively and collegially with staff, community and students.
7. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the students.
8. Demonstrated ability to lift up to 50 pounds.
9. Demonstrated ability to carry up to 30 pounds occasionally and up to 10 pounds regularly.

Working Conditions

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching and/or crawling; and significant fine motor dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under a generally hazard free environment and job activities may vary.