

# Richfield Public Schools

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Position Title: Managerial Paraprofessional

Department / Unit: Building Site(s) or Specific Area(s) as Assigned

Accountable To: Building Principal, Department Head or other Authorized Staff Member

Date of Latest Revision: August 2003

## I. PURPOSE OF THE POSITION

To observe and generally monitor student behaviors and interactions inside and outside the assigned building / site during scheduled work hours, reinforce positive behaviors as appropriate and correct behaviors as appropriate in a manner consistent with building and District policies to help ensure a safe environment for students, staff and visitors.

To provide personal care to students with special needs according to established IEP's, policies and protocols.

## II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Meets and greets students during arrivals, departures and between-class activities, providing physical assistance to special needs students, staying alert to circumstances and conditions that may create some safety hazard or risk, helping to minimize any hazard or risk, and calling for staff assistance to deal with the more serious hazards or risks.
- D. Walks the halls or building perimeters if necessary to help ensure that students and visitors are in the right place at the right time or directs them to their destination accordingly, alerting building staff and/or security to potentially difficult or contentious situations.
- E. Actively interacts with and develops good relationships with students and staff in a positive manner that helps clearly communicate expectations of the students and therefore helps dampen and redirect inappropriate behaviors.
- F. Reports all accident or injury incidents consistent with established procedures and follows the site's first aid protocols accordingly.
- G. Provides personal care to special needs students including but not limited to lifting, moving, toileting, feeding and other assistance as required, following all established District protocols when providing such assistance.

- H. Observes and documents student behaviors, assisting in the implementation of behavior modification plans as referred to in an IEP or as directed.
- I. Ensures the confidential treatment and security of all student information as designated in District policies.
- J. May complete other work assignments within the scope of this position including but not necessarily limited to monitoring a lunch room or playground as scheduled; maintaining the in-school suspension / time out room and monitoring students sent to the ISS / time out room; providing lunch time coverage for the office; recording information; delivering materials and/or messages; helping kindergarteners get ready for the bus and other similar activities as requested by the Principal or authorized staff member.
- K. Performs other job related responsibilities as assigned by the Principal or authorized staff member.

### III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
  - High School or GED equivalent.
  - Demonstrated interest and abilities to develop and sustain good relationships with students, staff and visitors.
  - Demonstrated abilities to reinforce desired behaviors, knowing when to alert others and request assistance.
  - Demonstrated understanding of and ability to work effectively with special needs students, including dealing with seizures or medical emergencies according to established policies and procedures.
  - Excellent command of English in both oral and written form.

### IV. WORK ENVIRONMENT

- The typical work environment is a combination of outside (arrivals - departures - outside student activities) and inside.
- There is lifting and direct assistance to students when providing personal care to those with special needs.
- There may be some lifting and moving of materials and/or equipment weighing less than 50 pounds.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*