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## POSITION DESCRIPTION

Independent School District No. 284  
Wayzata, Minnesota 55391

This Position Description was revised in July 2003

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- I.     Title Position:               **Paraprofessional, Middle School General Office**  
      Unit:                       Paraprofessional  
      Classification:           IV
- II.    Reporting Relationship:  
The Middle School General Office Paraprofessional reports to the Middle School Principal/Associate Principal and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of that position.
- III.   Basic Function of the Position:  
The Middle School General Office Paraprofessional acts as a liaison for students, parents and the community conducting business with the middle school staff and assumes and executes duties and responsibilities assigned by the supervising administrator. This position requires the level of flexibility necessary to meet the needs of students, parents, and staff.
- IV.    Duties and Responsibilities of the Position:
- A. Assists the school secretary in handling the scheduling of appointments and coordinating Associate Principal/Dean of Students activities; has access to, maintains and processes confidential items.
  - B. Works with the Associate Principal/Dean of Students, students, staff and parents in problem resolution.
  - C. Supports staff, students and co-workers in a confidential and cooperative manner.
  - D. Functions effectively and maintains effective work habits and concentration during constant interruptions while promoting a pleasant and cooperative building atmosphere.
  - E. Completes work assignments accurately and in a timely fashion.
  - F. Responsible for word processing and correspondence through knowledge of computer applications, e-mail and Internet.
  - G. Communicates effectively on the telephone, taking messages and routing calls, and serving as a screen when necessary for administration, students, and staff.
  - H. Maintains records to student management software system according to district and school policies.
  - I. Assists in the distribution of mail and inter-school communications.
  - J. Assists in assigning lockers and responding to locker issues.
  - K. Facilitates the maintenance of office areas, staff planning and storage areas in a neat and orderly fashion.
  - L. Assists with faxing, copying, typing and printing as requested.
  - M. Greets staff, students, parents and visitors.
  - N. Monitors students sent to the office for disciplinary reasons.
  - O. Understands and enforces school policies.
  - P. Handles money efficiently.
  - Q. Substitutes for others as assigned.
  - R. Performs other related duties as assigned.
  - S. Performs duties associated with the registration and withdrawal of students.
  - T. Assists with quarterly grading procedures, distributes report cards, and maintains mark reporting for all students.
  - U. Assists in preparation of standardized testing process and statewide graduation standards testing.
  - V. Handles and processes confidential materials.
- V.     Supervisory Responsibilities:  
Collaboratively shares all office responsibilities as assigned. Monitors students in the office area and conference rooms.
- VI.    Education and/or Experience:  
High school diploma or general education degree (GED). One year previous office experience preferred.

VII. Certificates, Licenses and Registrations  
None

VIII. Language Skills:  
Communicates effectively with students while understanding and enforcing school rules and policy. Communicates clearly and concisely, both orally and in writing, in a professional manner. Understands different levels of communication from students, staff, administration, parents and the community.

IX. Mathematical Skills:  
Demonstrates ability to utilize basic mathematical functions.

X. Reasoning Ability:  
Knows and understands the variables that exist when dealing with a variety of students. Applies common sense understanding in interpreting instructions and fulfilling job responsibilities. Executes good decision-making skills and manages situations as they arise; ability to diffuse difficult situations. Knows and understands school policies and procedures and applies the appropriate action in situations dealing with students and others. Prioritizes responsibilities and meets deadlines. Has knowledge of available resources in personnel as well as printed material. Understands how and when to access information and when and where to refer people.

XI. Other Skills and Abilities:  
Demonstrates computer skills, software applications, and general clerical skills. Relates to a wide variety of personalities and situations, and maintains professional composure when dealing with people and situations. Shows initiative and functions as a self-starter who works independently. Maintains a positive and professional relationship with students, staff and others. Participates in professional development as related to job responsibilities.

XII. Physical Demands:  
Maintains an orderly and efficient work area. Moderate amount of walking and standing. Performs multiple tasks, some of which may be repetitive. Back, neck, and eye strain from long periods of time sitting at the desk and working at a computer. The employee is regularly required to sit, talk and listen. Ability to lift at least 50 pound items.

XIII. Work Environment:  
Work environment changes throughout the day. Collaborative work in a fast-paced environment interacting with students, staff, administration, parents and the community with multiple requests and concerns. Supports and communicates with administrators and staff by furnishing information, circulating messages, screening as necessary and assisting in other ways. Responds in emergency situations requiring staff, police, fire and/or medical assistance.