

Monitoring Paraprofessional

Goal: To assist in the delivery of support services for the educational program. Work directly with students with guidance from the teacher/administrator. Participate in all activities and facilitate the active involvement of students. Includes positions such as residential aides, hall monitor, playground paraprofessional, cafeteria paraprofessional, breakfast paraprofessional and bus paraprofessionals.

Reports To: Designated Administrator

Qualifications:

- ❖ Holds high school diploma or equivalency, must provide Official High School transcript
- ❖ 18 years of age
- ❖ Has strong communication skills
- ❖ Has some experience working with children in varied settings; **preferred**
- ❖ Has working knowledge of behavior management procedures; **preferred**
- ❖ Has some knowledge of software applications and assistive technology; **preferred**
- ❖ Demonstrates good attendance record
- ❖ Acceptable Criminal Background Check and Child Abuse Protection Registry check that shows not on the registry at any level

Program Qualifications:

- ❖ Ability to lift students and perform physical tasks, if required by assignment
- ❖ Ability to work with students from birth to 21 years old
- ❖ Has, or can satisfactorily pass Safety Techniques and Personal Restraint Techniques
- ❖ Has strong communication skills, speaking and writing, in English and second language (ASL) preferred **if applicable**.

Responsibilities:

- ❖ Follows district and building procedures
- ❖ Ensures the safety of the students within all school and work environment
- ❖ Assist in emergency situations (fire drill, civil defense drills, first aide)
- ❖ Lends support in maintaining discipline of students (may implement behavior management plans as directed by classroom teacher)
- ❖ Participate in ongoing professional development and other work related meetings held during the work day
- ❖ Ensures students confidentiality
- ❖ Maintain a professional appearance
- ❖ Maintain the dignity and respect for each student at all times
- ❖ Maintain a professional attitude in all settings to include school settings, offsite, etc.
- ❖ Assist with the supervision and monitoring non-instructional activities (bus duty, breakfast & lunch, recess and specials/electives)
- ❖ Must be able to stand and work continuously for a minimum of 4 hours per work day.
- ❖ Minimum lifting requirements- 50 pounds (with assistance).
- ❖ Must be able to use arms and hands without restrictions to accommodate the physical, mobility, and ambulatory needs of students.
- ❖ Must report to work on time every work day, except as afforded by existing law.
- ❖ Must perform all duties as assigned during scheduled work days.
- ❖ Perform other duties as requested by administration to meet the needs of the students.

- ❖ Follow district and building procedures
- ❖ The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.