

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**

**PARA-EDUCATOR**

Job Description

QUALIFICATIONS:

- 1) High school diploma
- 2) Good communication skills
- 3) Experience working with children in structured activities (paid or volunteer)
- 4) Secretarial and clerical skills desirable but not required
- 5) CPR/First Aid Certification
- 6) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Building Principal

GENERAL RESPONSIBILITIES:

Provides appropriate supervision for the safety of students on the school grounds. Assists the immediate supervisor to help provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program. The job demands the ability to stand for extended periods of time, ability to move quickly and freely, and to spend time outside in inclement weather. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Supervise students on playground, hallways, buses or in building during inclement weather.
- 2) Supervise students in lunchroom.
- 3) Supervise and provide appropriate discipline in accordance with school policy and procedures.
- 4) Report discipline problems and concerns through procedures set by the building principal.
- 5) Provide assistance to injured children following prescribed measures.
- 6) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 7) Maintain loyalty to employer.

OTHER FUNCTIONS:

- 8) Perform other responsibilities as assigned by the building principal.
- 9) Promote a positive image of the district at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002

Waunakee Community School District