

**ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana**

JOB DESCRIPTION

TITLE: Study Center Alternative to Suspension Paraprofessional (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien.
2. Minimum age 20 years.
3. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition -3 hours, English/Reading- 6 hours, and Mathematics- 6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Demonstrates ability to work positively with youth.

REPORTS TO: Principal

JOB GOAL: To implement the Study Center Alternatives to Suspension to reduce the number of out-of-school suspensions and change inappropriate behavior.

ESSENTIAL JOB FUNCTIONS:

1. Provides assistance to students with assignments.
2. Provides appropriate study center climate.
3. Conferences with students and parents when appropriate.
4. Provides information to the principal, teachers, and Students Assistance Team to help students.
5. Enforces the project discipline plan.
6. Demonstrates high ethical standards with student, colleagues, and parents.
7. Carries out the evaluation of the program as designed and agreed upon by the principal and supervisor.
8. Keeps the faculty, principal, and supervisor informed about the program.
9. Provides feedback to the principal and supervisor.
10. Reads appropriate material to develop skills in dealing with youths at risk.
11. Attends workshops, programs, and training sessions designed to develop knowledge and skills of at-risk students.
12. Carries out the duties and responsibilities listed on the project description.
13. Compiles written reports as required.

PHYSICAL DEMANDS:

1. Possess physical ability adequate to perform job responsibilities.
2. Job requires the ability to walk around class, bend, and reach while assisting students.
3. Must on occasion lift and carry file boxes, books, manuals, catalogues, files, records, etc.
4. Job requires both standing and sitting.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs other appropriate tasks assigned by teacher(s) and /or principal.

TERMS OF EMPLOYMENT: Nine months per year, unless employed in a summer program, salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department
(Rev. 11/2016)

Copy- Supervisor

Copy- Employee