

TITLE: Duty Paraprofessional / Playground Assistant

QUALIFICATIONS: High School diploma or G.E.D.
Some experience working with or around children.
Preferred candidates will have taken a recent course in CPR / First Aid.

REPORTS TO: Building Principal

JOB GOAL: To assist in a supervisory capacity on the playground in provisions for the safety of all students and property. To promote appropriate activities in order for students to interact in a safe environment.

POSITIONS RESPONSIBILITIES (to include):

1. Guides children in working and playing harmoniously with others.
2. Alerts the teacher and/or principal to special needs of individual children.
3. Provides appropriate redirection or discipline for students in accordance with the building philosophy as directed by the principal.
4. Relates positively with parents, staff, students and administration at all times.
5. Maintains a friendly, professional attitude.
6. Serves as a positive role model for students.
7. Maintains student, employee and school confidentiality.
8. Performs other duties as assigned by the supervisor.

ESSENTIAL FUNCTIONS – required with or without a reasonable accommodation:

- Regular and predictable attendance.
- Effective communication capabilities to discern verbal conversation.
- Comprehend the meaning of words and respond effectively.
- Visual acuity to observe and manage student’s behavior / activity.
- Manual dexterity to physically restrain a student to keep from harming self and/or others in an emergency.
- Personal mobility, flexibility and balance which permits the employee to work in a school environment.
- Job tasks require continual standing, walking and working outside in all types of weather 100% of the time.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will.” The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal’s office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent. This is a Category A position on the Classified salary schedule.

EVALUATION:

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability

Updated 2-19-2023