

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

IN-SCHOOL INTERVENTION CENTER MONITOR

POSITION: In-School Intervention Center Monitor

REPORTS TO: Site Administrators

LOCATION: Various Sites

NATURE OF WORK:

The In-School Intervention Monitor Paraeducator works under the direction of the building administrator and other school/central office resource staff to provide academic and behavioral support to students who are assigned to the In-School Intervention Center. The paraeducator may be assigned by the building principal or the principal's designee to support any grade level, as needed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Orients students to the ISIC
- Deals consistently and fairly with elementary students who have been referred for disciplinary reasons
- Possesses a working knowledge of instructional strategies, the learning process, and the developmental levels of students
- Supervises the learning activities of the students assigned to the center
- Maintains accurate and organized files on all students assigned to the center
- Coordinates students' academic assignments with the classroom teacher
- Maintains an orderly and well-disciplined center
- Communicates during negative situations in a dignified and sensitive manner
- Provides the school administration with appropriate academic and/or discipline data
- Facilitates the re-entry of students to their classrooms
- Prepares periodic reports as well as assists with the end-of-year report as required by the principal
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED

- Associate degree or a minimum 48-semester college credits or successful completion Paraprofessional Test

Preferred:

- Related college courses or training
- Experience working with children

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees –Range 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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