

Monroe-Gregg School District Role Description



Job Title: Communications Paraprofessional

Location: Monrovia High School

Job Group: Non- Exempt Classified (Instructional Days)

Reports to: Classroom Instructor & Principal

The communications paraprofessional provides support to the communications and broadcasting program by assisting the certified instructor. Primary responsibilities include assisting students with learning tasks assigned by the instructor, assisting students in group settings, and monitoring the class while the teacher facilitates instruction. Weekly service hours are thirty-five (35) hours per week.

Essential Responsibilities:

- Offers support to the instructor and students concerning lesson plans and materials to meet student needs and assists with the implementation of lesson plans related to the communications program.
- Assures students' understanding of classroom rules and procedures and assists students by answering questions, providing proper examples, and general guidance.
- Maintains proficiency in producing content for various social media platforms.
- Monitors and oversees student practice and communication assignments.
- Monitors student behavior for the purpose of providing a safe and positive learning environment.
- Performs general recordkeeping and clerical/support functions (i.e., attendance records, passes, etc.)
- Provides verbal or written feedback of observations for the purpose of informing teacher of students' progress.
- Substitutes for faculty or in other areas of the building depending on needs.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the teacher regarding issues and concerns.
- Other duties as assigned by the classroom teacher or principal.

Essential Qualifications:

- High school diploma or equivalent.
- Proficient with iMovie and other video production platforms.
- Familiarity with the operation of Production Track.
- Previous relevant experience in an educational setting is an asset.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, and speak.
- Dexterity of hands and fingers to operate standard communications equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- Lifting, carrying, pushing, and pulling up to 20 pounds.

Environmental Conditions:

Works in a school building around others. The noise level is usually low but can escalate to moderate. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.