

**Inter-Lakes School District
Position Description**

Position Title: **Student Support Paraeducator**

Reports To: **Building Principal, Dean of Students and Operations and Assistant Principal**

GENERAL SUMMARY:

Working under the general direction of the building administrators, the Student Support Paraeducator will assume supervisory responsibilities for the daily operation of the Student Support Services Program.

ESSENTIAL JOB FUNCTIONS*:

- Supervise students in an appropriate manner.
- Maintain documentation necessary to Student Support Services.
- Assist students in processing behavioral issues.
- Assist students and teachers with implementation of behavior contracts and reentry plans.
- Assist students with academic work that they have been assigned while in Student Support Services.
- Meet with the building administrators to discuss student progress and other school issues.
- Assist with administrative clerical tasks as requested.
- Assist co-workers and work toward a productive team approach.
- Communicate effectively and positively with students, staff and parents.
- Identify potential problems and effectively participate in their solution.
- Accept assignments in a willing and cooperative manner.
- Work to keep informed of important school issues.
- Demonstrate independence and show initiative.
- Maintain a good record of attendance and punctuality.
- Maintain strict confidentiality of the work place.
- Understand and comply with all school policies and procedures.
- Demonstrates positive and respectful interactions with students
- Maintain appropriate control when dealing with students
- Other duties as assigned.

EDUCATION/EXPERIENCE:

High school graduate.

Demonstrated ability to work with children in a variety of settings.

WORKING CONDITIONS:

Daily walking, sitting, standing and bending primarily in the Student Support Services room.

- **External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature