

Inter-Lakes School District Position Description

Position Title: **Playground/Clerical Para-Educator**

Reports To: **Building Principal and Assistant Principal**

General Summary:

Working under the general direction of the Office Manager and building administrators, the Playground/Clerical Para-Educator will assist with a variety of clerical tasks in the office and will assume supervisory responsibilities for students in the lunchroom, on the playground, in classrooms, or in other areas in the building as needed.

ESSENTIAL JOB FUNCTIONS*:

- Complete office tasks in a timely and accurate manner
- Effectively handle telephone calls in a professional and courteous manner
- Demonstrate and utilize basic typing/keyboarding/office clerical skills
- Look for ways to assist co-workers and work toward a productive team approach
- Communicate effectively and positively with all people (students, staff, parents, etc.)
- Identify potential problems and effectively participate in their solution
- Accept assignments outside normal duties in a willing and cooperative manner
- Is prepared to perform duties from start to finish of assigned shift
- Work to keep informed of important school issues
- Demonstrate independence and show initiative to perform non-assigned duties
- Maintain a good record of attendance
- Maintain strict confidentiality of the work place
- Understand and comply with all school policies and procedures
- Handle supervision of students in a variety of settings in an effective manner
- Demonstrate flexibility relative to changes in assignment
- Demonstrate positive and respectful management of students while maintaining appropriate control
- Maintain contact with administration regarding student related issues and concerns
- Other duties as assigned
- Communicate to administration any safety concerns related to playground

EDUCATION/EXPERIENCE:

High School Graduate

Demonstrated ability to work with children in a variety of settings

WORKING CONDITIONS:

Varied environment including, but not limited to office, classrooms, playground, and lunchroom

Daily walking, sitting, standing and bending in a variety of settings inside the building and in a variety of conditions outside the building

* 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 function as listed, either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case by case basis.
