

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Playground Paraprofessional	Department: Paraprofessional
	Exempt Status: Non-Exempt
Reports To: Building Principal	Date: April 18, 2016
Approval: Assistant Superintendent	

JOB SUMMARY: Provide student support in the lunchroom, playground, transportation, and office areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

85% Student Support

- A. Monitor students in the lunchroom, playground, bus and general areas.
- B. Escort students through building.
- C. Make discipline referrals to principal or office personnel.
- D. Assist students arriving and departing on buses.
- E. Work with students of all grade levels and all abilities.
- F. Take initiative to handle minor discipline situations according to District guidelines.

5% Clerical Support

- A. Sort items/mail in workroom.
- B. File materials in appropriate areas as directed.

5% Teacher Support

- A. Gather and assemble supplemental instructional materials.
- B. Organize materials and assigned areas.

5% Professional Development

- A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent.

Experience:

- Previous experience in working with children preferred.

Essential Skills Required to Perform the Work:

- Basic computer and keyboarding skills.

- Basic office equipment knowledge.
- Basic internet knowledge.
- Basic reading and writing skills.
- Ability to communicate effectively.
- Ability to follow written and verbal instructions.
- Basic time management skills.
- Ability to set priorities and meet deadlines.
- Ability to work in a team environment.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, phone system, laminator, copier and calculator.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves standing for extended periods of time.
- Position occasionally lifts up to 40 lbs.
- Position involves bending and stooping.
- Position involves listening, speaking clearly, and visual acuity.
- Position involves projecting voice in large, open spaces.

Mental Job Requirements:

- Position requires accuracy.
- Position requires meeting deadlines.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks sometimes at the direction of more than one person.
- Position involves exercising confidentiality in handling School District information.

Working Conditions:

- Exposure to changing temperatures and weather.
- Exposure to noise from students.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.
- Normal office conditions.
- Exposure to students with special needs.
- Exposure to emotional outbursts from students.

Job Outcomes:

- Projects a positive, flexible, cooperative, and respectful attitude with staff, students, parents and community members.
- Provides the best opportunity for every individual student to reach his/her maximum potential.
- Provides a safe, learning environment.
- Treat all students with dignity and respect.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.