

In-School Suspension Para Educator

Purpose Statement

The job of In-School Suspension Para Educator is done for the purpose/s of overseeing students assigned to "In-School Suspension"; monitoring student attendance and behavior; providing resources and ensuring completion of work assignments; providing information to teachers, administrators, and/or other personnel.

Essential Functions

- Monitors students during assigned periods for the purpose of providing a safe and positive environment conducive to learning.
- Performs record keeping and clerical functions (e.g. attendance logs, activity reports, incident reports, etc.) for the purpose of notifying the teacher and/or administrator in providing necessary records/materials/resources.
- Provides verbal and/or written feedback of observations for the purpose of assisting certificated personnel in identifying needs and evaluating students.
- Provides direction to students on assigned class work (e.g. staying on-task, contacting resources, etc.) for the purpose of providing ongoing support in the completion of work assignments.
- Responds to inquiries (e.g. students, teachers, administrators, etc.) for the purpose of solving problems, providing information and/or directing to other sources.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior and crisis management techniques.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working with frequent interruptions; communicating in a positive, non-threatening manner; and building effective relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing**Certificates and Licenses****Continuing Educ. / Training****Clearances**

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

3/15/2010

Salary Grade

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