



STONINGTON PUBLIC SCHOOLS
Job Description

GENERAL INFORMATION

<i>JOB TITLE:</i>	Support Paraeducator (Library/Security/ISS)
<i>DEPARTMENT:</i>	School Specific
<i>TERMS OF SERVICE:</i>	10-month
<i>FLSA STATUS:</i>	Non-exempt
<i>REPORTS TO:</i>	Building Administration
<i>SUPERVISORY RESPONSIBILITIES:</i>	None
<i>WORK ENVIRONMENT:</i>	While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as the gymnasium, lunchroom, busses, and traffic coordination both before and after school.
<i>EVALUATED BY:</i>	Building Administration
<i>JOB DESCRIPTION REVISION DATE:</i>	July 12, 2024

QUALIFICATIONS

- One of the following
 - Associate's degree or higher
 - Earned 60 or more college credits
 - Passing score on the ParaPro Assessment

Must be able to:

- Work with children of all ages and possibly with special needs, including but not limited to, Autistic, physically, and mentally handicapped students.
- Perform all duties in a public school setting
- May be required to lift objects (up to 20 pounds in weight). Must be able to bend, lift, stand, and talk.
- Must be able to hear clearly (correctable to within normal limits), see clearly (vision correctly to within normal limits)
- Must be able to communicate with staff and students
- Must have basic computer knowledge. Experience with Google Suite preferred.

OVERVIEW

Library: The library paraeducator will help to support students and staff in using the library media center and monitor its daily functions.

Security: The security paraeducator will be responsible for assisting the building administration in maintaining a safe school environment for students and staff

ISS: The in-school-suspension paraeducator will be responsible for students who have been placed in this program.

PRIMARY RESPONSIBILITIES

Given the nature of the position, it is not possible to list every job task and responsibility. The list below is intended to describe various types of work that may be performed, but it is not meant to be all-inclusive.

In coordination with the building administration, the library paraeducator will:

- type and process orders
- create reports
- maintain bibliographies and catalog cards
- monitor library attendance
- form library schedules
- prepare materials for shelving
- assist in the annual inventory of library books
- create library displays
- prepare and mail invoices for over-due materials
- assist students and staff in the selection of appropriate materials
- read to students
- assist with LMC equipment such as computers, projectors, and digital cameras
- perform other related and routine duties as directed by the building

administrator or certified staff

In coordination with the building administration, the security monitor will:

- monitor hallways and gathering areas looking for suspicious activity/vandalism/graffiti
- complete daily security checks of doors and other areas with outside access
- perform ID/Agenda/Lavatory checks and report issues to building administration
- coordinate and communicate with school secretaries on student suspension list(s)
- maintain detention attendance records
- escort students to breakfast/lunch/restroom/library
- maintain a high level of ethical behavior and confidentiality of information about students/staff
- assists building administrators and staff with school emergency/crisis response protocols
- perform other related and routine duties as directed by the building administrator or certified staff

In coordination with the building administration, the in-school suspension monitor will:

- maintain compliance with ISS rules such as 'no talking or sleeping' during ISS
- escort students to the cafeteria/library/restroom
- maintain attendance records
- coordinate work between teachers and students
- communicate attendance and changes to school secretaries
- report any issues to the building administration
- perform other related and routine duties as directed by the building administrator or certified staff