

NEW PRAGUE AREA SCHOOLS JOB DESCRIPTION

POSITION TITLE: Student Supervision Paraprofessional

REPORTS TO: Building Principal

PRIMARY FUNCTION: To supervise students daily during lunch and recess

QUALIFICATIONS:

- Enjoy working with children
- Ability to effectively communicate with children, parents, and colleagues
- Ability to develop rapport with children and effectively engage them in activities
- Knowledge of disciplinary techniques,

RESPONSIBILITIES

• Working in the area assigned by the principal

• Monitoring student behavior

• Encourages students to observe considerate and safe behavior

• Reports all incidents of unacceptable student behavior to the principal

• Keeping the principal informed of unacceptable student behavior or impending student behavior problems

• Monitors all assigned areas of responsibility

• Attending all meetings as assigned by principal

• Performing work assigned to accomplish the objectives of the total school program.

- Respond to and effectively deal with routine parent concerns and questions
- Communicate about daily activities with parents

- Observe needs for snacks and supplies and communicate those needs to the Director or School Age Care Team Leader
- Plan and carry out activities with children participating in the program
- Engage children in various play activities
- Assure children's safety during indoor and outdoor physical activities
- Correct children's misbehavior through positive behavioral interventions
- Keep discipline reports and records
- Prepare and serve light snacks to children in the program
- Complete light cleaning
- Set up and take down tables or other equipment
- Other related duties as assigned

PHYSICAL REQUIREMENTS

- Ability to walk, talk, see and hear
- Occasional bending and stooping

WORK ENVIRONMENT

- Frequent moderate to high noise levels
- Both indoors and outdoors

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