

BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION

Page 1

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Paraprofessional (Playground/Lunchroom/Classroom)

Classification: Paraprofessional
Reports to: Principal
Evaluated by: Principal

Job Summary:

A paraprofessional will work in all, or selected areas as determined by the Board of Education.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. The Playground/Lunchroom/Paraprofessional of Buckley Community Schools:
 - a. Assists teachers and students in tutorial and review work and general supervision.
 - b. Provides supervision, management, and control of the playground, gymnasium, and lunchroom to ensure a safe environment.
 - c. Supervises students and student behaviors on the playground and in the lunch line and lunchroom.

Knowledge and Skills Required:

1. High School diploma or equivalent and meets other educational requirements established by the Board of Education.
2. Ability and desire to communicate with, supervise, and enjoy school age children.
3. Demonstrates good public relations skills necessary to deal courteously and effectively with diverse groups of people.
4. Dependable and of good moral character.
5. Proven knowledge of academics.
6. Interpersonal skills necessary to deal courteously and effectively with students,

BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION
Page 2

- staff, and parents.
7. Ability to lift 50 pounds.
 8. Experience working with students.
 9. Ability to follow directions and work independently.
 10. Ability to plan individual and group work as assigned by the teacher.
 11. Ability to maintain records of student progress.
 12. Excellent organizational skills.
 13. Ability to maintain confidential information.
 14. Knowledge of computers, electronic technology, and basic office equipment.
 15. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

Terms of Employment

This is a school year position. Pay rate is \$11.55/hour.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name

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