



**CLASSIFICATION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Supervisory Paraprofessional	Department: Teaching & Learning	Bargaining Unit: Clerical
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction the Principal, this classification represents a broad grouping of different positions performing a variety of duties and responsibilities associated with the enforcement of building rules; building property; student behavior and conduct to assure the safety of students and staff within the building. Positions assigned to this level perform student supervisory duties and do not require a designation of “highly qualified” paraprofessional to perform the duties of the job.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and monitors the behavior of students on the playground. Performs such duties and tasks as:
 - a) Orients students to the parameters of the playground, limits and rules of the equipment.
 - b) Handles incidents on the playgrounds or grounds during recess times.
 - c) Lays out safety cones in unsafe areas.
 - d) Enforces playground safety rules.
 - e) Assists children with buttoning coats, tying shoes, etc.
 - f) Monitors playground activities to assure safe play and monitors grounds for unauthorized visitors/persons.
 - g) Settles disputes between students and monitors situations that may involve bullying, threats, name calling, or physical incidents. Administers discipline and arbitrates disputes, as appropriate. Confers with teachers, staff and principal(s) concerning student problems or issues.
 - h) Informs custodial staff of any playground equipment repair or safety issues.
 - i) Administers aid, contacts LSN or health aides in the event of playground injuries or health related issues.
 - j) Picks up playground at the end of recess periods. Picks up personal items, empties garbage cans, retrieves and/or tears down or playground equipment, basketball hoops, balls, toys, etc.

- Performs duties of a hall monitor such as:
 - a) Locks and secures buildings.
 - b) Walks hallways to assure students are attending classes.
 - c) Provides coverage in the ISS/Attendance office, as needed.
 - d) Supervises after-school detention.

- e) Supervises students in hallways; make sure students are orderly, quiet and wash hands with soap.
- Assists in supervising students during lunch periods. Performs such tasks as:
 - a) Cleaning lunchroom tables before and after lunch periods.
 - b) Assisting children with food spills. Picks up, sweeps, and mops floors, as indicated.
 - c) Assisting students opening lunch items, assistance with napkins, water, milk, condiments, etc.
 - d) Reviewing lunchroom rules and directing students regarding where to go.
 - e) Rewarding students for good behaviors, reinforcing good manners, respect for others, and disciplining students for bad behaviors in accordance with policies and rules.
 - f) Supervising students in hallways; bathrooms; make sure students are orderly, quiet and wash hands with soap going to and from lunch and recess.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of school practices, policies, procedures and administrative guidelines. • Knowledge of district disciplinary rules and rules of student conduct. • Basic operation of office equipment
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: No previous experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with school staff, students, and the public. • Communicating and enforcing school policies and procedures. • Applying judgment when dealing with children. 	

- Monitoring school building, grounds and property.
- Monitoring student behavior and safety issues.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
 Duties are performed in a typical school setting. Position holders perform duties both inside and outside and are exposed to various weather conditions but these conditions represent minimal environmental hazards or risks.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Amount of Time Spent</u>				
	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	No ne	1/3 Less	1/3 to 2/3	Over 2/3
Stand				x	Up to 10 lbs			x	
Walk			x		Up to 25 lbs		x		
Sit	x				Up to 50 lbs	x			
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

 Department Head's Signature

 Date

Classification History:

Prepared 4/2015 by BCC; Updated 7/2015

