

## **Alternative Room Paraprofessional Job Description**

**Purpose:** The Alternative Room Paraprofessional assists in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Alternative Room Paraprofessional works closely with the staff and administration of Derby Public Schools.

**Responsible to:** Principal/Assistant Principal in charge of discipline

**Salary:** Instructional Support Hourly Rate Schedule, Level 3

**Classification of Employment:** Non-Exempt

**Date:** July 2019

**Qualifications:**

1. High school diploma or equivalent.
2. Desire to continue career improvement.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Supervise the students assigned to the alternative room.
- b. Enforce the rules and regulations as approved by the administration regarding the climate, expectations, and atmosphere of the alternative room.
- c. Serve as a liaison between the student and his/her regular classroom teachers regarding assistance in academic problem areas and in the assignment of additional work.
- d. React to change productively and handle other tasks assigned.
- e. Appropriately organize, maintain, and operate all classroom equipment.
- f. Support the value of education.
- g. Support the philosophy and mission of the cooperative and school district.
- h. Ability to read and comprehend simple instructions, short correspondence, and memos.
- i. Ability to write simple correspondence.
- j. Comply with all district policies, rules and regulations.

**2. Physical Requirements/Environmental Conditions:**

- a. Requires the ability to sit or stand for prolonged periods.
- b. Occasionally requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Occasionally requires the ability to stoop, bend, and reach.

- d. Requires regular attendance and/or physical presence at the job.

**General Responsibilities:**

1. Observe, record, and report student behavior.
2. Motivate students through effective communication and evaluative feedback.
3. Support high expectations for student achievement and behavior.
4. Demonstrate effective interpersonal relationships with others.
5. Escort/transport students to and from various school areas.
6. Assist in record keeping.
7. Take attendance and record absences.
8. Help prepare instructional and performance materials for use.
9. Use appropriate behavior management techniques to maintain a positive climate.
10. Immediately report accidents, assaults, destruction of property, and abusive behavior to instructor or administration.
11. Distribute the assignment sheets received from the student's teachers. Administer tests and comply with special instructions regarding assignments from teachers.
12. Collect and return to the teachers any assigned school work done by the students.
13. Document student behavior and activity throughout the student's stay in the alternative room.
14. Escort students to and from the restroom and the drinking fountain and supervise, from the hallway, the students while they are at the drinking fountain and in the restroom during designated breaks.
15. Escort students to and from commons for lunch at the designated time and supervise them while in the commons.
16. Execute the usual custodial duties of attendance and the reading of the bulletin.
17. Carry out any special instructions related to the students and the alternative room as indicated by the administrator in charge.
18. See district policies are observed.
19. Adhere to all district health and safety policies.
20. Other duties as assigned by the principal, which are consistent with the general requirements and qualifications of the position.