Fountain-Ft. Carson School District Eight
Job Description

Job Title:	**ISD Paraprofessional**	Reports To:	**Dean or Principal**
Pay Schedule/Grade:	**Classified**	FLSA Status:	**Non-exempt**
Prepared/Revised Date:	**August 23, 20206**	Work Year:	**185 days**

SUMMARY: The In-School Detention (ISD) Paraprofessional supervises students assigned to In-School Detention/In-School Suspension (ISS) and maintains a safe, structured, and productive learning environment. The paraprofessional monitors student behavior, supports completion of assigned academic work, facilitates student reflection and accountability, and communicates with teachers, counselors, and administrators regarding student progress. The position also provides building supervision duties and classroom support as assigned to meet school needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* ***The specific job tasks, frequency and percentage of time of duties will vary based on building assignment or department, and are subject to change during employment based on building/district needs.***

Job Tasks Descriptions	Frequency
1. Supervise students assigned to ISD/ISS and maintain a structured learning environment.	D
2. Monitor, reinforce, and support appropriate student behavior and adherence to school expectations.	D
3. Facilitate student reflections activities, restorative practices, and behavior accountability processes as directed.	D
4. Coordinate, distribute and monitor completion of assignments provided by classroom teachers.	D
5. Provide academic support while encouraging student engagement and productivity.	D
6. Communicate directly with students and professional staff in a courteous and confidential manner and clearly communicate observations, information, and data regarding students to professional staff objectively and in a timely manner.	D
7. Provide additional supports in classrooms, as needed.	D
8. Monitor and/or supervise students in a variety of settings around the building.	D
9. Perform assigned supervision duties throughout the day.	D
10. Demonstrate flexibility when specific tasks of job are adjusted to meet building or district-level needs	As needed
11. Perform other duties as assigned.	ongoing

EDUCATION AND RELATED WORK EXPERIENCE:
- High School diploma.
- AA degree or have passed State Approved Assessment.
- No experience required.
- Experience working with students in a school setting preferred.
- Experience working with critical needs students preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- First Aid certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Oral and written communication skills.
- Interpersonal skills.
- English language skills.
- Bilingual oral and written communication skills preferred.
- Mathematical skills including basic calculations and application of math concepts.
- Personal computer and keyboarding skills.
- Customer service and public relations skills and professionalism.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers and peripherals.
- Basic operating knowledge of and experience with office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- May require operating knowledge of computer networks and applications.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Dean or Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position may require the ability to provide physical intervention to students in danger of harming them self or others.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, and use interpersonal skills. Frequently required to compare, coordinate, compute, synthesize, evaluate, compile, and negotiate.