**K-8 Paraprofessional – Esperanza Prep**

**Hourly Rate:**$15.00

**Term:**                       Full Time (35hrs/week)

**Position**

Monitor the activities of students in the cafeteria and/or on the playground and/or in designated school crossing areas to provide for the safety and welfare of student and to communicate observations and/or incidents that may impact the general well-being of students. Provide assistance to teachers in overall classroom activities.

**Qualifications**

* High School education or equivalent required
* Must be at least 18 years of age
* Experience working with and/or supervising children
* Must be able to manage small groups of children
* Ability to work well with students, staff and parents
* Ability to enforce school and/or district rules, regulations, policies and procedures
* Ability to communicate effectively (verbal and written) with students, parents and staff

**Essential Duties**

* Monitor the activities of students in the cafeteria and/or on the playground
* Counsel and/or intervene with students to ensure acceptable behavior
* Report observations and/or incidents relating to students to appropriate school personnel
* Respond to emergency situations to address immediate safety concerns
* Assist students during lunchtime
* Perform routine cleaning tasks (clean up spills on tables, floor, etc)
* Communicate to students, parents, staff and visitors to ensure their understanding of school policies and enforcement
* Develop classroom materials (i.e. instructional activities, bulletin boards, reference materials, etc.) to provide assistance to teacher in support of lesson plans
* Maintain instructional equipment to ensure the availability of items when required
* Perform record keeping and general clerical functions (i.e. student records, schedules, lesson plans, progress reports, etc.) to support the teacher and/or administrator in providing records and/or materials
* Regular and on-time attendance required
* Perform other related duties, as assigned, to ensure the efficient and effective functioning of the work unit

**Physical Demands**

* Occasional lifting, carrying, pulling, running, and/or throwing
* Must be able to push/pull up to 10lbs and lift/carry up to 10lbs
* May be required to stoop, kneel, bend, crouch and/or crawl
* Frequently required to use upper extremities for reaching, handling, fingering and/or feeling
* Must be able to speak in conversations or other talking; hear conversations and other sounds; and have close, distance, color and peripheral vision and depth perception
* Position requires continuous standing and/or walking

**Environmental Conditions**

* Occasional exposure to extreme cold, heat, wet and/or humid conditions
* Occasional exposure to noises and vibrations
* Occasional exposure to fumes, mists, odors, gases, dust

**Reasoning Ability**

* Understand, remember, and apply verbal and/or written instructions or other information; understand, remember, and communicate routine factual information
* Organize thoughts and ideas into understandable terminology
* Read and interpret instructions, understand and follow basic instructions and guidelines; express or exchange ideas by means of the spoken word, communicate verbally with others accurately and quickly
* Understand verbal and written instructions; solve practical problems; analyze situations to define issues and draw conclusions
* Apply common sense in performing job; make decisions which have moderate impact on immediate work unit

**Supervision**

Site Administrator or designee

**AN EQUAL OPPORTUNITY ORGANIZATION**: The district does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, age or marital status.