



## *Preparing Students to Be Successful for Life*

Assignment	School Resource Assistant (Type A)	Terms	10 Month
Department	Elementary/Jr. High	Hours	6.5 Hours
Group	Educational Support Personnel (ESP)	FLSA Status	Non-Exempt
Reports To	Building Administration	License	ELS-PARA

**Position Objective:** To enhance student learning by providing individual instruction to students under the guidance of the classroom teacher, to assist in supporting and directing age-appropriate activities of children, to support other staff with assigned activities, and assist in maintaining a clean and safe classroom environment for the students.

---

### **Qualifications:**

1. Must have previous experience working with children
2. Must be able to work effectively & demonstrate exemplary interpersonal skills in dealing with staff, students, & parents
3. Ability to work effectively with students and adapt to various subject matters
4. Ability to work cooperatively with other staff members & to follow directions from supervising teachers
4. Must be able to project a positive image of the district to the students, parents, and staff as well as develop positive employee attitudes
5. Must have the ability to travel to/from various locations in the district as needed

### **Performance Responsibilities:**

1. Using age & developmentally appropriate instructional procedures & reinforcement techniques
2. Using appropriate strategies & techniques developed by teachers & other professional staff to support individual student needs
3. Following teacher lesson plans
4. Assisting teacher in planning, modification & implementation of curriculum, instruction & assessment
5. Providing necessary & relevant clerical assistance
6. Following behavior management guidelines in accordance with school policy and legal requirements.
7. Implementing positive behavioral supports
8. Maintaining and monitoring compliance with classroom rules, procedures and behavior standards.
9. Demonstrating and understanding of and respect for cultural diversity.
10. Motivating and assisting students in acquiring interpersonal skills, increased self-esteem, and independence.
11. Serving as an appropriate role model.
12. Demonstrating awareness of basic educational technology
13. Proctoring testing
14. Gathering and maintaining data about the performance & behavior of individual students
15. Making phone calls to a parent when necessary
16. Attending IEP meeting when requested
17. Monitoring during lunch and recess

18. Monitoring study halls
19. Assisting children with the use of the bathroom
20. Assisting on field trips
21. Implementing appropriate assessments
22. Assessing IEP success with teachers

These lists of essential functions are not exhaustive and may be supplemented as necessary by the principal.

#### **Core Competencies:**

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

#### **Physical Activity Requirements:**

- Routine physical activity associated with a typical school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computers, and extensive reading.