

In-School Suspension/Recovery Room Para Job Description

Purpose: The In-School Suspension/Recovery Room Para will perform duties associated with administering and operating the In-School Suspension or Recovery Room program.

Responsible to: Principal

Payment Rate: Salary and benefits established by the Board of Education.

Qualifications:

1. Associate's (or higher) degree, 48 hours of accredited college credit hours, or passed the Para Praxis Test.
2. Meet all district employment requirements
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Experience working with school aged children.
5. Understanding of behavior management strategies and behavior reduction techniques specifically relevant to the school environment.

Essential Functions:

1. Knowledge, Skill and Ability

- a. Communicate and work effectively and cooperatively with members of the school district and community.
- b. Develop an educational program for students in the In-School Suspension or Recovery Room program.
- c. Use computers and instructional software to support students' academic needs.
- d. Manage paperwork and keep records timely and accurately.
- e. Organize, plan, and administer a variety of activities for multiple students.
- f. Supervise, manage, motivate, and support students assigned to ISS or Recovery.
- g. React to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.

2. Physical Requirements/Environmental Conditions:

- a. Sit, stand, and/or stoop for prolonged periods.
- b. Ability to travel in personal or school district vehicle.
- c. Be flexible regarding scheduling, working conditions, and locations.
- d. Perform activities that require physical exertion.
- e. Work in noisy and crowded environments, with numerous interruptions.
- f. Requires regular attendance and/or physical presence at the job.
- g. Ability to effectively and safely restrain a student as necessary.
- h. Be flexible regarding scheduling, working conditions, and locations

General Responsibilities:

1. Accurately and timely complete all paperwork associated with the District/Building's Code of Conduct and BIST procedures.
2. Guide a student's independent study as assigned by teacher, including remedial instruction.
3. Maintain desirable student behavior and classroom management.
4. Participate in professional development opportunities related to meeting the behavioral needs of students.
5. Demonstrate effective interpersonal relationships with others.
6. Ability to immediately report accidents, assaults, destruction of property, and abusive behavior to the principal.
7. Always observe and follow all school district policies.
8. Respond to supervisor requests in a cooperative, courteous, and timely manner.
9. Keep student and personnel information and records confidential.
10. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Perform other tasks and assume other responsibilities as directed by Administrators as needed.

Term of Employment: Academic year plus other days as assigned.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved: