



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Paraprofessional, Student Safety Support** FLSA Status: **Non-Exempt**
 Job Family: **Instructional Support** Pay Range: **PT15H**
 Prepared/Revised Date: **June 20, 2018** Job Code: **41416**

SUMMARY: Responsible for providing support and assistance to educators and site-based student safety teams with implementing safety and/or behavior plans to support individual student needs so that they may fully participate in class and school activities. De-escalate and manage students with threatening behavior and assist students with pro-social, personal care, and self-awareness skills. Monitor students at school including at bus stops, hallways, restrooms, lunchrooms, and extracurricular activities.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist educators and site-based student safety teams with implementing safety and/or behavior plans to manage and support individual students with “line of sight” monitoring. Reinforce acceptable social and physical behavior through direct management and support as determined by the Individual’s Response Management Support Safety Plan, Behavioral Support Plan, Individual Education Plans (IEP) and/or 504 Plan. Reinforce school-wide discipline procedures.	D	40%
2. Monitor, manage and de-escalate emotionally dysregulated students exhibiting threatening behavior towards themselves or others. Assist students with developing pro-social skills, personal care and/or self-awareness. Assist students and monitor behavior at school including bus stops, hallways, restrooms, recess, time-outs, lunchrooms, field trips, and extracurricular activities, etc.	D	30%
3. Assist site-based safety teams in conducting searches of personal belongings, monitoring writings, drawings, electronic devices, social media posts, and daily check in/out of school.	D	10%
4. Assist site-based safety team with developing and reviewing progress of student’s compliance to Response Management and Support Safety Plans and assist with evaluation of their ability to self-manage their own behavior.	D	5%
5. Communicate with site-based student safety teams and district student safety staff regarding individual student needs, progress or concerns. Collaborate with school teams and attend behavior support meetings as necessary. Report student safety concerns immediately to school administration and School Resource Officer.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Attend appropriate in-services, building meetings, trainings, student educational support planning meetings (i.e., IEP meetings, parent conferences and/or school functions etc.).	M	5%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- One year of related experience
- Experience working with students with behavior needs and student safety plans strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Crisis Prevention Institute (CPI) required within 1 month of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to have flexible work hours, and flexible work locations
- Ability to commute between schools as assigned
- Ability and desire to work with students with behavior needs
- Ability to diffuse volatile student situations
- 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 maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people 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, peripherals and media equipment
- 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.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds				x
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	



VISION DEMANDS:	Required
Peripheral vision	x
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	