



Mobile County PUBLIC SCHOOLS

Job Description Title – RETRACT (IN SCHOOL SUSPENSION-ISS) PARAPROFESSIONAL

SUPERVISED BY/REPORTS TO: Principal or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- ❖ Associate degree or 48 semester hours from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, or degree was completed **OR** a passing score on the ACT WorkKeys Assessment. A secondary (high) school diploma is also required for those taking the WorkKeys. The Assessment is taken at the employee's expense.
- ❖ Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- ❖ Good general health, clean in attire and appearance.
- ❖ Ability to understand and follow oral and written instructions.
- ❖ Ability to be punctual and regular in attendance.

LANGUAGE SKILLS:

Ability to collect, read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to define and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to establish facts, draw valid conclusions, make valid judgements and decisions.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to physically manage students and equipment.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.
- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem-solving skills
- General computer skills – word processing and email

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Works with individual teachers and students in devising sequences of educational experiences that may be expected to lead the students to achievement of their specified goals.
2. Assists the administration in implementing all the policies and rules governing student life and conduct.
3. Complies with the administrative policies and procedures of the school system and all state and federal regulations, in particular the Privacy Act.
4. Works with Central Office personnel and local school administration in implementing the RETRACT Center Program.
5. Monitors student activities within the RETRACT Center.
6. Assists in collecting and organizing data relating to special student concerns.
7. Maintains student folders reflecting problems, cause/effect, activities, conferences, and follow-ups.
8. Promotes and maintains an effective environment for discipline.
9. Maintains accurate student records for the program and for evaluations.
10. Instruct students on rules and consequences of in-school suspension
11. Distribute assigned writing material
12. Maintain highly rigid structured/controlled classroom environment reflecting seriousness of student's unacceptable behavior
13. Communicate with classroom teachers on lesson assignments
14. Provide tutorial service as required for individual students
15. Always supervises students in in-school suspension
16. Takes student attendance in in-school suspension
17. Promote safety of students
18. Maintain accurate records as required
19. Take necessary precautions to protect equipment, materials, and facilities
20. Always maintain respect for confidential information, e.g., student grades
21. Attend meetings and in-services per administrative instructions
22. Establish and maintain cooperative relationships with parents and staff
23. Refer students with suspected disabilities according to building/district protocol

Other Duties and Responsibilities:

- Respond to routine questions and requests in a timely, appropriate manner
- Interact with other departments and school personnel when necessary
- Refer attendance, health, academic and psychological emotional concerns or problems to Principal and/or Guidance Counselor
- Perform other duties as assigned by the Building Principal or designee as appropriate to the job title

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time. The employee must be able to stoop and bend.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds and push or pull up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a classroom that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day. Daily work schedule will be determined by the Principal or his/her designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.