



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Paraprofessional- In School Suspension	Location:	School Site
Reports To:	Principal	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	199 days / 10 months	Salary:	See lhusd.org website

Education and Experience Requirements

Requirements to meet NCLB (No Child Left Behind) which include High School Diploma or equivalent, AND two year or four year degree OR sixty college credit hours OR pass a state required test.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

Under the direction of the Assistant Principal, perform all necessary duties to keep the In School Suspension Program running smoothly, including keeping records current and accurate.

Qualifications

- Demonstrate ability to communicate with the public in a cordial and composed manner.
- Demonstrate ability to work effectively without direct supervision
- Demonstrate good health, physical stamina, fitness, and vitality
- Demonstrate personal qualities associated with good human and interpersonal relations.

Responsibilities and Requirements

- In School Suspension Supervisor will provide adult supervision for the In School Suspension Program (ISS)
- Record the daily list of students entering and assigned to ISS.
- Adhere to rules/regulations for the ISS room.

OTHER

- Learn and correctly apply district policies and procedures.
- Assure that district discipline and safety guidelines are followed.
- Perform other duties when assigned by the Building Principal or designee.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information:

- Must be able to pass a fingerprint and background check.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.