



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Paraprofessional- High School Study Hall	Location:	High School
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 degree OR Sixty Credit hours OR Pass a State required test.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

The Paraprofessional assistant shall operate under the direction of the Building Principal or designee, within the guidelines established by the local school administration. The Paraprofessional assistant shall be expected to participate in small group and/or individual instruction and shall assist as needed with clerical functions, the operation of equipment, preparation of teaching media, and the distribution of supplies when necessary. Adhere to rules and regulations for the Study Hall room.

Qualifications

- Demonstrate ability to communicate effectively, orally and in writing, both to adults and to students.
- Demonstrate efficient typing skills
- Demonstrate computer literacy
- Demonstrate ability to operate routine office equipment
- 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

- Supervise individual students in a classroom setting
- Computer input of attendance and grades
- Computer input of detention slips for front office
- Schedule SIT (Student Intervention Team) meetings for individual students as requested by counselors
- Prepare the necessary SIT paperwork for both teachers and parents
- Communicate with parents, teachers, and counselors regarding SIT Schedule
- Assist in hygienic needs of students as necessary (Refer to nurse's office)
- Operate audio-visual equipment
- Assist in preparation of instructional materials
- Keep text books and supplies available for student use
- Proctor tests as requested by various teachers
- Work with individual children for tutoring, repeating lessons, finding reference materials and drill work, credit recovery and online classes
- Frequent communications with teachers regarding student assignments
- Teach small/large groups to reinforce learning skills, (e.g., Knight Time Group)
- Supervise students serving detention and keep appropriate paperwork up to date
- Wear and display all district-approved attire and equipment

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.



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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 clearance 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.