POSITION DESCRIPTION

TITLE:                        ASB Support Paraeducator
LOCATION:                    Pacific Middle School
REPORTS TO:                  Principal/Associate Principal(s)
DEPARTMENT:                  

SUMMARY STATEMENT:
Under the general supervision of the Principal/Associate Principal(s), the ASB Support Paraeducator will coordinate the school calendar, fund-raisers, and the Good News Report.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via e-mail, and in writing.
2. Assist in fund-raisers and the Good News Reports as requested.
3. Update the monthly school calendar.
4. Establish, maintain, and file records (computer/hard copy).

OTHER RESPONSIBILITIES:
1. Perform other related duties as requested.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (66-100%)</td>
<td>Walking (66-100%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Carrying (Up to 33%)</td>
<td>Lifting-Up to 50 lbs. (Up to 33%)</td>
<td>Writing (33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td></td>
<td></td>
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</tbody>
</table>

MENTAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (33-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contact (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Training (33-66%)</td>
</tr>
<tr>
<td>Problem Solving (66-100%)</td>
<td>Detailed Work (33-66%)</td>
<td>Confidentiality (66-100%)</td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously   (33-66%) = Frequently   (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), printer, telephone, 10-key calculator, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic keyboarding.
2. Demonstrated ability to communicate effectively both orally and in writing, and must be able to demonstrate leadership skills.
3. Minimum two years of experience organizing and leading large groups.
4. Demonstrated experience working with fund-raising events.
5. Demonstrated ability to promote school spirit.
6. Demonstrated organizational skills.
7. Must be able to establish and maintain positive working relationships with others as part of a team.

**Variable Days Per Year (Includes Holidays)**

**Variable Hrs. Per Day**

PSE: ________________________________  Date: ________________

District: ________________________________  Date: ________________

New
Revised Date: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

**ASB Support Paraeducator**