POSITION DESCRIPTION

TITLE: Adjustment Room-In-House Suspension Paraeducator
LOCATION: 
REPORTS TO: Principal-Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the building Principal and/or Associate Principal(s), the Adjustment Room-In-House Suspension Paraeducator will assist teachers, administrators, and counselors in developing plans for success for those students who are referred to the adjustment room/in-house suspension.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, parents, and the general public.
2. Work with and supervise students who are referred to the adjustment room/in-house suspension on school performance issues such as study skills, time management, goal setting, motivation, tutoring, etc.
3. Work with teachers, parents, counselors, and administrators and other appropriate staff on a plan of action to improve a student's performance or address an area of need. The Paraeducator may answer questions, clarify directions, explain concepts, generally aiding the student(s) to successfully complete assignments.
4. Collect all work completed by student(s) and turn in to teacher.
5. Enforce all rules and regulations of the adjustment room/in-house suspension area.
6. Keep accurate data on student's behavior and work habits.
7. Maintain an environment that is conducive to learning.

OTHER RESPONSIBILITIES:
1. Perform related duties as assigned.

PHYSICAL Demands Required:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
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<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Walking (33-66%)</td>
<td>Reaching (33-66%)</td>
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<tr>
<td>Bending/Stooping (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Acceptable Attendance</td>
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<td>Use of hands and/or arms for repetitive motion (33-66%)</td>
<td>Writing (Up to 33%)</td>
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MENTAL Demands Required:

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<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (66-100%)</th>
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<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
<td>Problem Solving (66-100%)</td>
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<td>Reasoning (66-100%)</td>
<td>Confidentiality (66-100%)</td>
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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:
Typewriter, telephone, copy machines and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required.)
1. Light typing/keyboarding.
2. Previous experience working with students in academic areas.
3. Demonstrated ability to work with and supervise students.
4. Demonstrated ability to communicate effectively with students, staff, parents, and the general public.
5. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
6. Demonstrated ability to operate the office equipment as listed above.
7. Demonstrated ability to perform under conditions of constant interruption.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Variable** Days Per Year (Includes Holidays)
**Variable** Hrs. Per Day

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<th>PSE:</th>
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**Revised Date:** 12/16/16  
**Classification:** Paraeducators  
**Class:** Class I  
**Display on Web?** Yes  

Adjustment Room-In-House Suspension Paraeducator