POSITION DESCRIPTION

TITLE: Behavior Assistance Monitor
LOCATION: Elementary
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the general supervision of the Principal and Associate Principal(s), the Behavior Assistance Monitor will be responsible for assisting in a variety of duties involving the "time-out" program.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and principal in person, by telephone, and in writing.
2. Assist in supervising students who are attending "time-out".
3. Establish and maintain an environment conducive to learning.
4. Enforce the rules and regulations of the "time-out" program.
5. Assist in maintaining records of students who are assigned "time-out".
6. Copy letters/forms.
7. Assist with disposition of statistical breakdown of student misconduct.
8. Assist with conflict mediation.
9. Team effectively with administrators and staff.
10. Assist with transitioning students from the cafeteria to the behavior assistance area.

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

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Hearing (66-100%) Speaking (66-100%)
Sitting (33-66%) Standing (33-66%) Writing (66-100%)
Walking (33-66%) Reaching (Up to 33%) Lifting/Carrying (Up to 33%)
Use of hands and or arms for repetitive motion (66-100%)
Bending/Stooping (Up to 33%) Acceptable Attendance

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%) Verbal Communication (66-100%) Written Communication (66-100%)
Problem Solving (66-100%) Constant Interruptions (66-100%) Confidentiality (66-100%)
Math (Up to 33%) Multiple Concurrent Tasks (66-100%)

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), typewriter, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.
MINIMUM QUALIFICATIONS:
1. Demonstrated ability to communicate, monitor, supervise, and manage difficult students and help them to succeed.
2. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
3. Demonstrated ability to respond to basic communication in written form.
4. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
5. Demonstrated ability to handle multiple priorities at one time.
6. Demonstrated organizational skills and a commitment to follow through.
7. Demonstrated ability to work under conditions of constant interruption and perform under deadline pressure.
8. Demonstrated ability to maintain confidentiality of sensitive information.
9. 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

PSE: ________________________________ Date: ________________

District: ________________________________ Date: ________________

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

Behavior Assistance Monitor