POSITION DESCRIPTION

TITLE: FLEXCEL Staff Support Assistant
LOCATION: Home Choice Academy and EXCEL at Home Choice Academy
REPORTS TO: Principal
DEPARTMENT: K-8 ALE and EXCEL Pull-Out Program

SUMMARY STATEMENT:
Under the supervision of the building Principal, the FLEXCEL Staff Support Assistant is responsible for the following:
• Supervision of students in the lunchroom or weather permitting, outdoors during lunch;
• Supervision of students on the play field or in the event of inclement weather, in the classroom during recess;
• Supervision of students during electives.
Supervision must ensure the safety and well-being of all students.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, parents, and the general public in person, by telephone, or via email.
2. Greet and assist all persons who enter the building in a positive manner.
3. Answer the telephone, transfer calls, forward messages, and answer inquiries when appropriate.
4. Photocopy as necessary.
5. Operate all general office and classroom equipment, including the computer.
6. Maintain daily attendance records.
7. Lead activities, working closely with students on an individual as well as a small and large group basis (not to exceed 18 students).
8. Assist in organizing and preparing a variety of instructional materials.
9. Supervise and monitor students on the play field and surrounding areas until they return to their respective classroom(s); cross students; and keep students out of hallways, away from parking lots, bike racks, and other areas that are considered unsafe.
10. Establish and maintain a safe and cooperative attitude in the lunchroom and on the play field.
11. Understand and enforce the lunchroom and play field rules and procedures.
12. Carry out disciplinary procedures as defined by the building principal.
13. Record any student behavior that is not acceptable and/or appropriate.
14. Identify unsafe playground equipment and submit a written report to the building principal outlining specific problems.
15. Submit a written report of all playground injuries to the building principal as soon as they occur.
16. Perform first aid/CPR when necessary.

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

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Speaking (66-100%) Standing (33-66%)
Walking (33-66%) Hearing (66-100%) Sitting (33-66%)
Acceptable Attendance Carrying (33-66%) Stooping (33-66%)
Writing (33-66%) Lifting Up to 50 lbs. (33-66%)
Required to work outside in inclement weather (33-66%)

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%) Written Communication (33-66%) Confidentiality (66-100%)
Problem Solving (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:
Computer, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding.
2. Demonstrated ability to communicate effectively with students, staff, and parents and in a positive manner.
3. Ability or willingness to learn the computer.
4. Demonstrated ability to effectively apply techniques in working with students in the area of behavior management.
5. Demonstrated ability to operate the tools and equipment listed above.
6. Must possess a current First Aid/CPR card, or be able to acquire within 30 days of employment.
7. 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

FLEXCEL Staff Support Assistant