POSITION DESCRIPTION

TITLE: Student Transition Paraeducator
LOCATION: 
REPORTS TO: Principal
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the supervision of the building Principal, the Student Transition Paraeducator is responsible for supervision of students when arriving/departing the school so that the safety and well being of all students is guaranteed.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and parents.
2. Supervise and monitor students until they enter their respective classroom(s), keeping students out of hallways, away from parking lots, bike racks, and other areas that are considered unsafe.
3. Establish and maintain a safe and cooperative attitude as students transition to class.
4. Understand and enforce building rules and procedures.
5. Carry out discipline procedures as defined by the building principal.
6. Record any student behavior that is not acceptable and/or appropriate.
7. Submit a written report of all injuries to the building principal as soon as they occur.
8. Perform first aid/CPR when necessary.

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

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (66-100%)</td>
<td>Walking (66-100%)</td>
<td>Writing (33-66%)</td>
</tr>
<tr>
<td>Stooping (66-100%)</td>
<td>Bending (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

Required to work outside in inclement weather conditions

MENTAL DEMANDS REQUIRED:
Problem Solving (66-100%) Verbal Communication (66-100%) Confidentiality (66-100%)
Written Communication (33-66%)

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:
Clipboard, whistle, pens/pencils, gloves, and all other tools and equipment necessary to perform the essential functions as listed above.
**MINIMUM QUALIFICATIONS:**
1. Demonstrated ability to communicate effectively with students, staff, and parents.
2. Demonstrated ability to effectively apply techniques in working with students in the area of behavior management.
3. Must possess current First Aid/CPR certification, or be able to acquire within 30 days.
4. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Days Per Year (Includes Holidays)</th>
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<tbody>
<tr>
<td>Variable</td>
<td>Hrs. Per Day</td>
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<table>
<thead>
<tr>
<th>PSE: ________________________________</th>
<th>Date: ________________</th>
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<tbody>
<tr>
<td>District: __________________________</td>
<td>Date: ________________</td>
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Revised Date: 12/19/16  
Classification: Paraeducators  
Class: Class I  
Display on Web? Yes

Student Transition Paraeducator