

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: PARAPROFESSIONAL – S.A.F.E. ROOM**

**EMPLOYEE CLASSIFICATION:** Non-Exempt, Classified

**MINIMUM QUALIFICATIONS:**

- Associate Degree or Passing Score on ParaPro test required
- Ability to obtain AZ substitute teacher certification (after hiring)
- Native American candidates preferred
- Experience in working with at risk student population required with experience/coursework in counseling/social work
- Effective oral and written communication skills
- Basic computer skills - Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher) preferred

**OVERVIEW OF JOB DESCRIPTION:** To provide a safe and academic environment for at risk students assigned to the safe room in lieu of suspension or other disciplinary actions.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Keeps records of all student contacts related to safe room assignments.
3. Provides supplemental tutoring for reading, language arts, mathematics and other content areas as needed by students assigned to the safe room.
4. Collects information on attendance, grades, attitudes and discipline for at risk students assigned to the safe room.
5. Assists in parent involvement activities encouraging parental involvement of the at risk students at (open house, parent/teacher conferences, child study teams, homework centers, workshops, etc.)
6. Makes appropriate referrals for at risk students to available resources within the school district and/or from other available services.
7. Encourages community and parental involvement in school activities.
8. Serves as a resource person for teachers regarding students assigned to the safe room.
9. Participates in all district and school site meetings and in-service activities as required.
10. Participates in seminars, workshops and professional conferences for professional growth.
11. Works closely with principals, nurse, teachers and counselor to monitor students who have been assigned to the safe room.
12. Establishes and maintains documented reports of safe room activities including services provided to students and submits monthly, quarterly, and annual reports to the district office.
13. Assists in the classroom by supplementing the delivery of the instructional process for at risk students.
14. Performs other job relevant duties as assigned.

**REPORTS TO:** Principal /Federal Programs Director/Indian Education Committee

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.