

**Job Title:** Social Emotional Learning Paraprofessional  
**Department:** Assigned School  
**Reports To:** Assigned School Principal  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 03



## **SUMMARY**

Under the direction of the School Title I TSA/Site Coordinator and in coordination with the School Counselor, the Social Emotional Learning (SEL) Paraprofessional facilitates effective SEL instruction through a Multi-Tiered System of Support (MTSS) to student groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Under the direction and supervision of the School Title I TSA/Site Coordinator, collaborates and communicates with teachers and students in areas of social emotional learning to improve behavior while working closely with the Social Emotional Learning Team (School Title I TSA/Site Coordinator, Behavior Tech. and School Counselor).

Provides student support to establish effective classroom behavior and model skills to maintain positive relationships with all students and adults.

Uses data to identify student needs and plans lessons to provide targeted Tier 2 interventions aligning with the district framework of safety, connection, and confidence for all students. Is able to manage a small group of students as the skills are being taught.

Helps students to increase accessibility to tools promoting skill acquisition for coping, self-regulating, self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

Maintains current knowledge and improves skill application by participating in regular on-going professional development in the essential duties listed above.

Maintains a high level of ethical behavior and confidentiality in compliance with the Protection of Pupil Rights Amendment (PPRA) and the Family Educational Rights and Privacy Act (FERPA).

Operates various types of office equipment such as computers, copy machines, etc.

Complies with established district policies and procedures.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements*

*listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to help others. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form.

**EDUCATION and/or EXPERIENCE**

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

Previous experience in a public school setting is preferred. The ability to operate office machines, perform routine record keeping functions, and establish and maintain effective working relationships with co-workers, teachers, students, and the public is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

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Prepared By: <b>Paradise Elementary School Principal</b>	Date: <b>01/15/2021</b>
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Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>01/20/2021</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	