

Job Title: Teen Center Paraprofessional
Department: Assigned School
Reports To: Assigned Principal
FLSA Status: Non Exempt
Salary Schedule: SC lane 03



SUMMARY

Washington County School District's goal is to improve student achievement. One component of the program is to identify needs and help or assist students who may be at-risk during the school day. The Teen Center Paraprofessional provides social emotional support and supervision for students through providing a safe and calm environment, opportunities to access appropriate coping skills, maintaining the food pantry and laundry/hygiene supplies, and has knowledge of school and community resources that can support students and their families.

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.*

Oversees the School Teen Center by managing, monitoring, and supervising students using the Teen Center.

Documents all student access to the Teen Center. Compiles data at least weekly to quantify the number of Teen Center visits and identify patterns and trends in student access of the center.

Provides Tier 1 support services and resources related to Social Emotional Learning within a Multi-Tiered System of Support (MTSS).

Supports administration and school staff in seeking appropriate services to support students who may be experiencing food and/or housing insecurity, and social emotional symptoms that prevent the attainment of academic success in the classroom setting.

Oversees and maintains areas of the Teen Center including the food pantry, the laundry room, and the Wellness Space.

Responds to student needs through timely, effective, and efficient problem solving.

Through collaboration and advocacy, supports school system goals and priorities.

Serves as a positive role model for students and parents.

Attends WCSD training related to Teen Centers, and as needed, Social Emotional Learning.

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 provide social emotional support and supervision for students and provide appropriate coping skills.

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. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

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

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 quiet.

Prepared By: At-Risk Coordinator			Date: 04/22/2025
Approved By: Assistant Director, Human Resources			Date: 04/28/2025
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<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

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:	