

Somerset County Public Schools

Job Description

Job Title: Learning Support Assistant
Department: Instruction
Reports To: Building Principal
FLSA Status: **Non-Exempt/Grade 8**
Prepared By: **Beth Whitelock**
Prepared Date: August 21, 2015
Approved By: **Superintendent**
Approved Date: **August 24, 2015**

I. Summary

An individual in this classification provides assistance to the Learning Support Team and the School Administrators by performing the following duties:

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Building Principal.

- Performs check in/check out for students assigned based upon behavior issues or targeted learning support.
- Serves as a positive role model for the student; Tries to instill student motivation.
- Implements behavior plans
- Provides case management for groups of students in group and individual settings.
- Assists with ISI/ISS and keeps documentation
- Communicates with all stakeholders in regards to student successes and challenges.
- Monitors school safety and communicates findings to staff and administration.
- Member of school crisis and/or student improvement team.
- Coordinates the mentoring and pairing of older and younger students as required.
- Accompanies staff to home visits as requested.
- Performs cafeteria/hall duty as assigned.
- Enters student discipline records in Power School as requested.
- Assists with State, Federal and local testing as required.

III. 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.

A. Education and/or Experience

A Bachelor's degree in an education or behavior management field is preferred. At least three years' experience as a Paraprofessional is required for those without the above degree.

B. Certificates, Licenses, Registrations

Must have valid driver's license.

C. Language Skills

Effective communication skills both orally and written are required.

D. Mathematical Skills

Must have effective mathematical skills where the individual can answer questions from students regarding the subject content.

E. Reasoning Ability

Must be able to solve problems with limited data. Must be able to provide immediate conflict resolution in a crisis situation.

F. Computer Skills

The individual must have working knowledge of all Microsoft Office Products and familiar with opening and sending email.

G. Other Qualifications

Must be able to stay after school or report to work earlier for scheduled faculty and/or parent meetings.

IV. 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 talk or hear. The Employee is frequently required to sit and use hands to finger, handle, and feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move 25. pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

V. 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.

The noise level in the work environment is usually moderate.