



**POSITION DESCRIPTION
HASTINGS PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Student Assistant	Department: Instructional Support	Bargaining Unit: Paraprofessional
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Non-Exempt	
Job Summary: Under the direction of the Building Principal, positions assigned to this classification title perform a variety of duties and responsibilities associated with the enforcement of building rules; building property; student behavior and conduct to assure the safety of students and staff within the building. Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and monitors the behavior of students on the playground, during lunch periods, loading and unloading of buses.
 - a) Assists in the clean up of tables and lunch areas while supervising students in the cafeteria.
 - b) Monitors the behavior of students in hallways.
 - c) Assures lunchroom behavior is appropriate during lunch periods.
 - d) Handles incidents on the playgrounds or grounds during recess.
 - e) Monitors playground activities to assure safe play and monitors grounds for unauthorized visitors/persons.
 - f) Implements strict lunch/recess time schedules.
 - g) Settles disputes between students and monitors situations that may involve bullying, threats, name calling, or other physical incidents. Confers with teachers, staff and principal(s) concerning student problems or issues.
 - h) Records written accounts of behavioral infractions, health concerns or injury reports.
 - i) Monitors the loading or unloading of buses to assure the safety of students.
 - j) Monitors playground equipment for wear and tear and reports any necessary maintenance or suggestions for replacement to the building principal.
- Supervises locker room to assure proper behaviors and safety of students.
 - a) Assists in washing uniforms and towels while monitoring students.
 - b) Assists in signing up students for fall, winter and spring sports and getting sport schedules distributed.
- Greets visitors and parents coming to the building and students coming and leaving the building.
 - a) Maintains visitor log in and log out sheets.

- b) Directs visitors to appropriate staff or offices within the building.
 - c) Checks student passes or notes from parents for students coming or leaving school.
 - d) Sells daily parking permits; balances and records permits sold; turns in receipts to the building office for deposit.
- Assists building staff in general and routine clerical and office support activities, as needed.
 - Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
	Doctorate level		
Major field of study or degree emphasis:			
Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:			
<ul style="list-style-type: none"> • Knowledge of school practices, policies, parking procedures and administrative guidelines. • Knowledge of district disciplinary rules and rules of student conduct. • Basic operation of office equipment 			
Required Work Experience in Addition to Formal Education/Training:			
No previous experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with school staff, students, and the public. • Communicating and enforcing school policies and procedures. • Applying judgment when dealing with students. • Maintaining records and files required of job. • Monitoring school building, grounds and property. • Monitoring student behavior and safety issues. • Performing general clerical and support tasks required in accordance with district and building procedures.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties:
	<p>Duties generally involve minimal hazards or risks associated with the job. Some duties may involve some disagreeable human interactions and duties may require the individual work indoors and outdoors subjecting the individual to various changes in weather conditions.</p>

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>
<p>_____</p> <p>Department Head's Signature Date</p>
<p>Classification History: Prepared 8/2007 by BCC. Updated 1/2020 by District</p>
<p>Date Board Adopted: 4/2/2008 Board Approved Revision: 6/24/2020</p>