

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Kids Play High Needs Paraprofessional	Community Education	Kids Play Coordinator
JOB SUMMARY: Responsible for working with students with high needs in meeting the behavioral and physical needs at Kids Play as identified by the Kids Play Coordinator in either an individual or small group setting under the direction of the Kids Play personnel; maintain confidentiality of student and family information as required under FERPA		
QUALIFICATIONS: Requires a high school diploma or equivalent (GED) and two years of post secondary education or successful completion of the ParaPro; ability to work with staff to provide services to students with high needs; able to lift 25 pounds, work indoors and outdoors in a range of temperatures, and in a fast pace physically active and loud environment associated with children’s activities; previous experience in working with students or adults with disabilities preferred		
TASK NO.	DESCRIPTION WORK YEAR: Student Day plus In-service Day	FREQUENCY

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| 1 | Supervise children in gym, computer lab, art areas, free time areas, outside, swimming pools, homework area, on field trips which includes bus rides, etc. and be actively involved with children by guiding children through a variety of activities and playing games and assisting them in clean-up activities | 50% |
| 2 | Manage children’s behavior and physical needs, and assist with the enforcement of rules, regulations, and safety precautions of Kids Play or school building, and implement behavioral management and care plan with students as appropriate | 20% |
| 3 | Assist in record keeping including FYI’s, discipline reports, attendance and schedules for children and staff | 10% |
| 4 | Communicate appropriately with and interact with parents positively; greet every parent and child upon arrival and departure | 5% |
| 5 | Supervise students as assigned | 3% |
| 6 | Know and understand assigned student’s goals, supports and services as related to responsibilities | 3% |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Assist students with self-help skills	3%
8	Assist with maintaining clean and neat work areas	3%
9	Attend meetings, workshops and training sessions as directed by supervisor.	2%
10	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE