

**Central Valley School District  
Job Description #512**

**TITLE            Paraeducator – In School Suspension**

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**GENERAL SUMMARY**

The In School Suspension Assistant is responsible for the supervision and management of the in school suspension room. All Paraeducator positions may include instructional and supervisory duties.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Paraeducator – In School Suspension may perform all or a combination of the following:

1. Inform students of rules and regulations concerning in school suspension.
  2. Accurate recordkeeping and data entry of student disciplinary records.
  3. Notify teachers and request assignments for students assigned to in-school suspension room.
  4. Disperse assignments to and collect assignments from in school suspension students.
  5. Encourage complete and accurate work on assignments.
  6. Supervise students on restroom breaks.
  7. Keep room orderly and quiet at all times.
  8. Notify principal of any problems as they arise.
  9. Keep accurate attendance on students assigned to room.
  10. Encourage positive behavior.
  11. Treat students with respect.
  12. Supervise the after school detention room.
  13. Perform general office duties, including but not limited to filing or typing while not supervising a room.
  14. Assist students with any problem arising in completion of assignments.
  15. Perform other related duties as assigned.
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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Building Principal/Designee

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**MENTAL DEMANDS**

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; may occasionally deal with distraught or difficult students.

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**PHYSICAL DEMANDS**

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels.

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**QUALIFICATIONS**

1. High school diploma or equivalent.
2. Must pass District Paraeducator requirements (AA degree, 2 years of college level credits or passing score on the Washington State ETS Parapro Praxis test and passing score on the Scheig Paraeducator Assessment test.) and demonstrate an understanding of middle school academics.
3. Demonstrated knowledge of District standard hardware and software.
4. Demonstrated ability to communicate clearly and work effectively with students, staff and parents.
5. Demonstrated ability to take initiative and work independently.
6. Demonstrated ability to adapt to quickly changing situations.
7. Demonstrated ability to problem solve independently, with teachers, and with administrators.
8. Willingness to take on a variety of tasks as assigned by school administration.
9. Ability to follow directions and respect confidential information.
10. Must be flexible, understanding and adaptable to adjust to the needs of the school/students.
11. Demonstrated tolerance for ambiguity.
12. Basic knowledge of office machines.
13. Current first aid card is required.

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**UNIT AFFILIATION**

PSE – Paraeducators

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**CLASSIFICATION HISTORY**

Created 08/05  
Revised 12/05  
Revised 10/09  
Revised 02/18