

PART-TIME SCHOOL STUDENT RESOURCE PERSONNEL

Reports to: School Principal and Dean of Students

JOB SUMMARY: The School Resource Staff Person plays a vital role in supporting students, staff, and school operations to create a safe, inclusive, and productive learning environment. This position involves assisting with student supervision, safety monitoring, administrative support, and fostering positive relationships between students and school personnel.

ESSENTIAL JOB EXPECTATIONS, DUTIES AND RESPONSIBILITIES:

- Enforce school rules and policies in a fair and supportive manner.
- Builds positive relationships with students, staff, and parents.
- Maintains discipline handed down from Principal and Dean of Students.
- Maintains a structured environment, within the behavior management room (including student's attendance, rules and maintaining a quiet learning environment).
- Supervise students during arrival, dismissal, lunch, recess, and transitions.
- Compile student's work and return promptly to the teachers.
- Keep the ISS room clean and neat.
- Keep appropriate records of ISS attendance and teacher's submission of classwork.
- When no students are in ISS, act as Hall Monitor for students in the hallway, and during class periods.
- Help monitor school grounds and report any safety concerns to administration.
- Assist in emergency drills and response procedures.
- Reports daily to Principal and Dean of Students

QUALIFICATION & SKILLS:

- High school diploma or equivalent (Associate's or Bachelor's degree preferred).
- Experience working with youth in an educational or community capacity.
- Strong communication and interpersonal skills.
- Ability to handle conflict and emergency situations calmly and professionally.
- Basic computer and organizational skills.
- CPR and First Aid certification (or willingness to obtain).

WORK ENVIRONMENT:

- Indoor and outdoor supervision in various weather conditions.
- Standing, walking, and sitting monitoring students for extended periods of time.
- Occasional lifting of supplies or assisting students as needed.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be as assigned.