

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**PARAPROFESSIONAL
(Attendance)****1. Position Summary**

Under the general supervision of the school administrator(s), assist in monitoring the attendance of high-risk students.

2. Duties**a. Attendance Duties**

- Monitor attendance for high-risk students.
- Assist students in getting to their classes.
- Liase with outside contacts such as parents/guardians, counsellors, group homes, social workers, and probation officers concerning attendance.
- Visit homes when phone contact cannot be made.

b. Supervision Duties

- Supervise students during breaks and lunch hours.
- If necessary drive students home.
- Assists with student mediation.

c. Clerical Duties

- Send monthly attendance reports to various agencies for at risk students.
- Send attendance and schedules to parents/guardians for at risk students.
- Tags phone calls in CIMS

3. **Education**

- Grade XII.
- A First Aid Certificate.
- CPR certificate.
- Non-Violent Crisis Intervention or WEVAS certificate.
- Use of computers, photocopier and other pieces of office equipment.

4. **Experience**

- 6 - 12 months on the job training.

5. **Physical Demands**

- Standing/walking for extended periods.

6. **Working Conditions**

- Exposure to psychological, physical and verbal abuse by students and unpredictable behaviour in children.
- Frequent interruption and frequent conflicting demands.
- Exposure to diseases, fumes and dust.