



District Office
501 West Sickels Street
St. Johns, MI 48879
Telephone: 989.227.4050
Fax: 989.227.4099
www.sjredwings.org

TITLE: BUILDING SSP	FLSA: Non-Exempt
REPORTS TO: Building Principal	POSTED: February 21, 2023
RATE OF PAY: Building SSP - Commensurate with Contract - currently \$12.00 per hour	HOURS: 7.5 hours per day based upon building needs
LOCATION: Eureka Elementary	NUMBER OF DAYS: School Year Position

POSITION SUMMARY

The Building SSP works as a member of the building team to provide support to the learning environment. The Building SSP is responsible for providing extra classroom support, office support and student supervision.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Supervise students at recess, lunch, before and after school and during transitions
- Provide coverage for building secretary’s breaks and lunch
- Provide coverage for other SSP’s breaks
- Provide coverage in Preschool classrooms; must complete LARA requirements
- Assist with daily lunch count and collection of lunch money
- Provide medication supervision and/or distribution
- Assist in Media Centers
- Provide classroom support under the direction of professional staff
- Work with small groups or individual students under the direction of professional staff
- Anticipate situations that may be stressful for the students
- Ability to appropriately redirect students’ attention and address behaviors
- Willingness to participate in ongoing training
- Provide any assistance required to create a successful, positive school day for students
- Record student data as directed
- Responsible for student safety during recess, before and after school and transitions
- Complete all clerical duties requested by building principal and/or staff members
- Administer First Aid as needed
- Relate in a positive manner to students, staff and parents

- Enforce proper procedures in students transitions during the school day
- Collaborate with professional staff to address student needs
- Willingness to participate in ongoing training
- Carry out requests or directives from the building principal to facilitate the successful operation of a program
- Be flexible to changing schedules and duties throughout the school year
- Complete all required paperwork and any other reporting as directed
- Perform other duties as assigned by the Superintendent or designated representatives

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- Must have a secondary school diploma or its recognized equivalent

EXPERIENCE:

- CPI training - *preferred*
- CPI training may be required
- Experience working with students with special needs - *preferred*
- Knowledge of, or experience with behavior modification plans - *preferred*
- Worked, volunteered and/or interned successfully in a school setting in the last five years - *preferred*

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community
- Ability to maintain confidentiality
- Satisfy all health requirements required by school law
- Understanding of English: good oral and written language skills
- Knowledgeable of basic First Aid procedure
- Good organizational skills and time management skills
- Flexibility that will allow carrying out requests or directives from the building principal to facilitate the successful operation of a program
- Ability to meet additional requirements specified by individual teachers, as the result of unique classroom needs
- Ability to be patient, be motivated and self-directed
- Must have good interpersonal skills, a positive attitude, pleasant telephone etiquette and excellent work habits
- Ability to establish warm supportive relationships with the children, recognize illness symptoms, accept and profit from supervision and constructive criticism, develop and maintain working relationships with parents and staff, and thrive in a team-oriented environment
- Good organizational skills is required
- Experience with using technology, including iPads, laptops

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) 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 assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand and move quickly. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [Fast Track](#).

A completed online application is required for all applicants.

This position will be posted until 4:00 p.m. on February 27, 2023, or until filled.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.