

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 9-17-91
 LAST REVISION DATE _____
 BAND & GRADE A-1-1-1

POSITION TITLE Walk Attendant - Chapter I/Special Education

IMMEDIATE SUPERVISOR Supervising teacher

Ken Putzau *Jenni Mathews*
 SUPERVISOR 9-20-91 EMPLOYEE

Job Summary (Basic Purpose of Position)

1. Oversee students walking for Chapter I/Special Education programs between buildings.
2. Manage students in building when directed to do so by teacher or principal.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W,M ,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Oversee students walking between buildings. 1.1 Walk students between buildings as assigned by teacher or principal. 1.2 Bring students to appropriate location in school. 1.3 Maintain control of students behavior for safety purposes. 1.4 Report inappropriate student behavior to principal or teacher. 2.0 Manage students 2.1 Follow teacher directions. 2.2 Maintain control of behavior. 2.3 Report inappropriate student behavior to principal or teacher.	A A A A A A A			Knowledge 1.1 District Chapter I program 1.2 Handicapping conditions 1.3 Provision of Educational Assistant Agreement (SBR 200-20-1) 1.4 Logical consequences approach (Dreikers) for addressing children's behavior ability Ability 1.1 Interact in a positive fashion with students, other educators and parents. 1.2 Describe the positive benefits that education has for all students. 1.3 Carefully follow the specific instructions and directions of supervisor. 1.4 Maintain a positive attitude while at work. 1.5 Clearly communicate to others.	1.1 Students are walked between buildings to the satisfaction of the principal. 1.2 Students are brought to appropriate location in school. 1.3 Students behavior is under control at all times. 1.4 Inappropriate behavior by students was reported to principal or teacher. 2.1 Teachers directions are followed when managing students. 2.2 Students behavior is under control at all times. 2.3 Inappropriate behavior by students is reported to principal or teacher.

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