

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Paraprofessional Addendum for SELA (Social Emotional Learning and Academic) Aide Assignment**

Contract: 180 days, 6.5 hours

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**JOB GOAL:** The focus of the SELA Aide position is to supervise students assigned to in-school suspension (ISS) or detention for disciplinary reasons. They will maintain a highly structured and orderly environment and work under the general supervision of the principal and immediate direction of the school counselor on a daily basis. They will use the Social Express curriculum to have a positive impact on students' social, emotional, and academic needs. They will support the school's effort at aligning positive discipline practices and students' focus on social emotional learning and academic development.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Complete CPI training.
2. Complete ACEs training.
3. Work and collaborate closely with the school counselor and social worker to support the school's goal of teaching positive character traits and modeling habits of responsibility.
4. Mentor students to build positive student relationships and improve self-esteem from negative situations through restorative practices.
5. Work with and supervise students in a controlled environment.
6. Coordinate a program of independent, individualized assignments in collaboration with classroom teachers.
7. Obtain work from teachers and provide feedback for grading purposes.
8. Maintain discipline.
9. Distribute assignments to students as necessary.
10. Provide instruction and assistance to students regarding assignments as appropriate.
11. Monitor completion of work and maintain a related list of work completed by students.
12. Assist in the preparation and coordination of testing as assigned.
13. Communicate with teachers and staff concerning student behavior; confer with administrators regarding individual student issues and concerns.
14. Perform a variety of clerical duties including filing, duplicating, typing, and maintaining routine records related to work performed; type and maintain a variety of lists as assigned.
15. Maintain accurate records.
16. Perform other related duties as assigned.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Serve as a member of the school crisis team.
2. Help students understand the impact of their behavior and build their social and emotional competencies.
3. Be respectful and encouraging while interacting with students to maintain the student's sense of belonging and significance.
4. Consider what the student is thinking, feeling, learning, and deciding about themselves.
5. Understand the root cause of the problem and provide additional support or services to students when needed.
6. Use a fair process in which students have a voice in decisions that affect them, understand the reasoning behind them, and are clear about what is expected of them in the future.

#### **Data to be collected:**

##### **Academic data:**

1. Track habitual student behavior.
2. Track individual academic progress as we decrease out-of-school suspension (OSS) for ISS/detention.

##### **Attendance data:**

1. Track OSS.
2. Track ISS.

##### **Climate and Culture data:**

1. ISS/detention connected to SEL will help reinforce principles of restorative justice and relationship building amongst peers.

2. Holding students accountable is part of our overall PBIS vision. Negative behaviors and our need for OSS/ISS will decrease as accountability is increased.

**Lessons and Strategies:**

1. Students will be assigned lessons in The Social Express connected to their infractions.
2. Students will have assignments provided by homeroom teachers (iReady, HMH, Envision, etc.).
3. Upon completion of provided schoolwork, students will be put on SchoolsPLP (grade level, standards based) lessons in all their subject areas (including PE).
4. SPED and GATE teachers will provide additional support as needed.