



# Marquardt School District 15 Job Description

**Job Title:** Paraprofessional  
**Supervises:** N/A

**Position Type:** Seasonal, Part-time  
**Report:** Summer School Administrator

**Role Purpose:** *The purpose of a classroom paraprofessional is to provide support and assistance to special education students and teachers such that special education students will be able to grow in their skills and independence to the greatest extent possible.*

## Qualifications

- o High School Diploma
- o State Paraprofessional Approval- 60 or more college hours or a passing score on Work Keys Exam.

## Knowledge and Skills

- o Follow oral and written instructions and guidance
- o Experience working with students with special needs
- o Implement effective interpersonal skills
- o Critical thinking and problem-solving skills
- o Ability to manage multiple tasks with frequent interruptions
- o Ability to communicate, interact and work effectively and cooperatively with staff and students

## Essential Responsibilities

- o Assist teacher(s) in instruction and supervision of students
- o Work with individual student(s) or small group(s) of students in addressing IEP goals and objectives under the supervision of certified or licensed special education staff
- o Assist teachers in providing behavioral support on an individual, small group, and/or classroom basis
- o Provide curriculum modifications under the supervision of certified staff
- o May provide physical support/ management to individual student(s)
- o Communicate and facilitate student needs among teachers and other personnel
- o Facilitate social interactions with peers and other adults
- o Supervise student(s) during out of classroom activities such as arrival/departure routines, lunch, exploratory electives, etc.
- o Assist in the ongoing assessment of student(s)
- o Provide relevant clerical assistance
- o Participate in relevant educational workshops and meetings as reasonably requested (when employee is available)
- o Hours: June 1st - June 26th , not including June 19th; 8:15am - 11:30am

## Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Frequent repetitive activities including hands, arms, and legs for clerical related work. The employee may occasionally lift and/or move up to



40 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Work Environment

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheets, and various databases. The employee shall use Board approved resources and technology. While performing the duties of this job, the employee regularly works inside a District setting and is subject to noise at a moderate level. At times, the employee may work in a setting subject to noises associated with an educational environment.

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job-related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

*\*\*\*The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.*

**Reviewed/Revised:** November 11, 2025