

Becker Public Schools, ISD #726
POSITION DESCRIPTION

Position Title: Paraprofessional

Department/Location: Various

Report To: Building Principal

Date: October 7, 2015

Reviewed: _____
(Immediate Supervisor)

Approval: _____
(Superintendent)

I. POSITION PURPOSE SUMMARY: Paraprofessionals may assist students with a wide variety of activities; however, their primary responsibility is to assist the classroom teacher with instructional activities, including small group and one-on-one.

II. MAJOR/ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Assists students on a one-on-one tutoring basis with various instructional activities, including computers, art projects, reading, mathematics, alphabet skills, writing and spelling; provides students with various instructional drills and exercises. Assists students with developing research skills, including internet research, and making presentations; assists students with experiments.

Provides for small-group instruction, in conjunction with teacher-prepared lesson plans. Administers make-up tests and lessons to students. Provides specialized instructional support in specific programs, such as Title I, Reading Recovery, Guided Reading, Everyday Math, etc.

Assists students with mastering basic skills; provides for enrichment activities for higher-level students. Works with students, for whom English is a second language, in such areas as vocabulary, pronunciation, word usage, sentence structure and grammar.

Assists the teacher with the daily evaluation of student assignments; corrects student papers.

Utilizes technology and media to enhance student learning.

Copies, collates and sorts various instructional materials. Trims and laminates student papers and instructional materials. Operates office equipment, as required, including book binders, die cutters, punch machines and paper cutters. Cleans instructional areas. Prepares bulletin board displays. Orders various curriculum and instructional materials for teachers. Manages the distribution of books and supplies. Assists teachers with the preparation of student folders. Files paperwork for later use in parent-teacher conferences, as well as from permanent student records.

Performs other comparable duties of a like or similar nature as assigned.

III. Paraprofessional Certification:

- Option 1: AA, AS, AAS or higher degree
- Option 2: Two years of study (60 semester hours) at an institution of education
- Option 3: A passing score on a state assessment (PARAPRO Test)
- Option 4: District validated portfolio demonstrating the nine core competencies
- Option 5: A state approved local assessment

V. Experience Required: None required

VI. Knowledge, Abilities and Skills Required: Ability to prioritize multiple tasks; excellent organizational skills. Skilled in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors. Skilled in adapting lesson plans to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives. Ability to work independently with minimal supervision. Ability to work with children individually, as well as in small groups, for purposes of instruction. Ability to be patient with children. Ability to follow a structured time schedule, while also remaining flexible. Above average ability in mathematics, reading and spelling; ability to assess a child's reading level. Excellent verbal communication and interpersonal skills, especially with students.

Ability to nurture children, especially younger ones. Skilled at redirecting inappropriate student behavior into positive directions. Good writing skills, especially regarding grammar, structure and punctuation. Good decision-making and problem-solving skills. Basic computer literacy and using specific software designed for instructional purposes. Internet access, including using the internet for research purposes. Ability to type and use various types of office machines such as a copier.

VII. Physical Effort Required: Work is generally performed in normal classroom conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Some employees in this job classification may be exposed to blood borne pathogens or other contagions. Employees must be able to sit, stand, walk, stoop, knee and crouch and make dexterous movements. They must be able to talk and hear and be able to lift 20 pounds on occasion.

VIII. Working Conditions Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition to regular attendance, the requirements listed above are representative of the characteristics necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.