HOT SPRINGS SCHOOL DISTRICT 23-2
PARAPROFESSIONAL

SALARY RANGE: (Determined by the knowledge, skills and abilities of the applicant)

- $15.00 to $15.75 per hour DOE following the Current Negotiated Agreement schedule.

PRIMARY FUNCTION: All paraprofessionals work with students in an instructional/supervisory capacity as non-certified staff members.

QUALIFICATIONS:

- During the hiring process, preference will be given to applicants who have experience working with children.
- A high school diploma is required.
- Within their first year of employment, paraprofessionals must:
  - A. Submit transcripts which show completion of 48 college credits: OR
  - B. Submit transcripts which show completion of an Associate's Degree, Bachelor's Degree, or higher, OR
  - C. Pass a state test (Paraprofessional Praxis Exam - Offered by and paid for by the Hot Springs School District).

REPORTS TO:

- Paraprofessionals are supervised by the principals in the buildings where they are assigned.

RESPONSIBILITIES:

- Paraprofessionals serve in many classrooms or areas of the school and have contact with students as well as staff members in order to accomplish a variety of district goals.
- Paraprofessionals provide instructional support and assist teachers in the delivery of instructional and related services to students.
- The purpose of the paraprofessional is to provide instruction and/or supervision, promote academic success, social and emotional development of students, and to ensure their safety while at school.

DUTIES:

- The paraprofessionals must be able to take directions from their supervisor
- Support lesson plans of the licensed teachers which they assist.
- Enjoy and be effective in working with students and adults.
- Communicate effectively with students and adults.
- Be able to perform their job independently and with confidence once trained, and act to always support the district's mission and goals.
- Paraprofessionals should be both professional and personable, and respect confidentiality of information always.
- Proper instruction and supervision will have a positive impact on the social and emotional well-being of students.

- Occasionally, paraprofessionals may be requested to serve in areas outside their regular assignment to support the safety and smooth functioning of the school.
- Applicants must be able to lift up to 50 pounds and be in good physical condition. Must be able to physically assist students as needed and under HSSD guidelines and policies.
- Working conditions will primarily be inside the classrooms but may also include being outside on the playground to fulfill supervisory duties of the student.
- No overtime allowed unless prior approval by the Administrator.
- Prompt and regular attendance is required for this position.

This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. Job descriptions may and do change periodically. Where positions are covered by a collective bargaining unit agreement, the terms and conditions of the agreement will apply.

Candidates must successfully pass a pre-employment background check.