

Job Title: PARAPROFESSIONAL
Department: Student Services
Reports to: Building Principal/ Special Services Director
Classification: Non-exempt / Support Staff
Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

SUMMARY

Paraprofessionals provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Implement behavior management strategies using the same emphasis and techniques as the teacher.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by the teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Keep bulletin boards and other classroom learning displays up-to-date.
10. Assists with large group activities as drill work, reading aloud, and story-telling.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Assists students in the library or media center.
13. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
14. Checks and records student attendance.
15. Collects and records collection of money.
16. Helps students with their clothing.
17. Attend staff or IEP meetings at the request of the teacher or administrative personnel.
18. Assists with lunch, snack, and cleanup routines.
19. Assists with wash-up and toilet routines.

20. Alerts the regular teacher to any problem or special information about an individual student.
21. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
22. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
23. Participates in in-service training programs as assigned.
24. Responsible for other duties as may be assigned.
25. Knowledge and experience in working with young children is preferred.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High school diploma

At least 60 college hours

Certificates, Licenses, Registrations

Substitute Teaching Certificate

SKILLS AND ABILITIES

Language

- Read and comprehend simple written and oral instructions, short correspondence and memos
- Write short correspondence and memos
- Communicate one on one and in small groups

Reasoning

- Understand and follow verbal and written instructions
- Occasionally solve problems involving concrete variables within standardized situations

Technology

- Basic computer skills including word processing and data entry.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

- While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools or controls and talk and hear.
- The employee is frequently required to reach, climb, bend, squat, stoop and kneel.
- The employee may have to use therapeutic restraint at times.
- Specific vision requirements include close and peripheral vision, depth perception and ability to focus.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential function of this position. In-district travel may be required to perform duties of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

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