

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title: Paraprofessional
Pay Schedule: CASE—PARA-PROFESSIONAL SCALE
FLSA Status: Non-Exempt
Reports to: Principal and Classroom Teacher

JOB SUMMARY

Provides support to teachers in schools supported by Title 1 federal funds. Assists in creating an atmosphere in which all students can learn

ESSENTIAL JOB FUNCTIONS

- Assists teacher in providing appropriate learning experiences for students by working with individual students or small groups to reinforce the work taught by the teacher.
- Assists teacher in providing an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Assists teacher in maintaining appropriate, accurate, and confidential student records in compliance with various federal, state, and local regulations.
- Assists in supervising students in a variety of school-related settings.
- Assists the teachers with inventorying instructional materials, equipment, and books.
- Facilitates safe transfer of students to and from the building as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or GED equivalent.
- One of the following is **required**:
 - Completed at least two years of postsecondary study; **or**
 - Obtained an Associate's Degree (or higher); **or**
 - Passed the MSDE approved assessment (ParaPro)
- Experience working with adolescent age students with various disabilities preferred
- Training in crisis intervention preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate orally and in writing
- Ability to utilize interpersonal communication skills
- Outstanding human relation skills
- Ability to prepare and maintain accurate reports and records
- Ability to operate small office equipment including copy machine, fax machine, multi-line telephone systems.
- Ability to operate a computer
- May be required to receive Crisis Intervention (CPI) Training within eight (8) months of employment

PHYSICAL DEMANDS

Light Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees),
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Overtime eligible in excess of 40 hours
- Educational Add-On
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary – [Paraprofessional Scale](#)

Placement on the salary scale is determined in accordance with the salary placement procedures of Carroll County Public Schools and is based on verified education and relevant experience. Final placement is subject to review and approval by the Human Resources Department.

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

Updated 11/1/24