

Position Title: Paraprofessional

Reports To: Primary: Building Principal
Secondary: Instructional Staff

Job Goal: To assist in the performance of supervisory and instructional tasks that have been directed by teacher and/or administrator in order to provide a positive educational environment for students.

Preparation, Experience, Skills:

- High school diploma.
- Possess/obtain Med Certification, First Aid skills, and/or any in-service training specific to assignment.
- Ability to obtain satisfactory statement of health as required by law.
- Computer/technology skills specific to assignment.
- Enjoy working with children.
- Able to maintain upmost confidentiality on information received accidentally or job related.
- Ability to work well with others in ever changing environment.
- Ability to take and retain instructions.
- Willingness to assume responsibility & work independently.
- Be able to clearly communicate, be flexible.
- Participates in 12 hours of in-service/workshop activities annually.

Principle Duties (General):

- Supervise students (classroom, playground, cafeteria, AM/PM bus supervision, etc.)
- Work with students individually or in group settings under direction of professional staff.
- Perform clerical duties as assigned.
- The above list of duties is not all-inclusive.

Principle Duties (Specific):

At-Risk Paraprofessional
Media Paraprofessional
Student Assistance Paraprofessional
Secondary Supervision Paraprofessional
Special Education Paraprofessional
Typist/Teacher Paraprofessional

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 the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, see, and walk to carry out routine duties. Must be able to bend arms, torso, and neck. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to

supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, or the public. May include evenings. Direct responsibility for the safety, well-being, and work output of student.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of

Employment:

10 Month Employee

Salary Grade: 1 (hired prior to July 1, 2006)

Salary Grade: 1A (hired after July 1, 2006)

Benefits in accordance with negotiated agreement.

Date of

Revision:

12/3/98

10/10/07