

**Chester School
District JOB
DESCRIPTION**

TITLE: PARAPROFESSIONAL

QUALIFICATIONS: 1. High school diploma; 30 or more credits of college-level coursework in education or related field
2. Knowledge of child growth and development and appropriate classroom practices
3. Ability to work well with children with disabilities
4. Ability to follow verbal and written instructions
5. Knowledge of general office equipment
6. CPR certified
7. Knowledgeable of diabetes, seizure disorder, etc. a plus
8. In good physical condition and able to bend, crouch, or kneel to assist students, to lift objects weighing 25 pounds, and to jog/run for at least a quarter mile.

REPORTS TO: Director of Student Services/Principal/Certified Classroom Teacher

SUPERVISES: Students of varying abilities/disabilities

JOB GOAL: To promote the academic, behavioral and social achievement of students with disabilities.

PERFORMANCE RESPONSIBILITIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist students with physical or behavioral disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
3. Assist students with physical care including feeding, bathroom needs, and personal hygiene.
4. Assist in managing the behavior of students.
5. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
6. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher.
7. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom, bus duty, and playground.

8. Keep the teacher informed of any special needs or problems of individual students.
9. Assist the teacher in preparing instructional materials and classroom displays.
10. Assist in maintaining a neat and orderly classroom.
11. Assist in inventory, care, and maintenance of equipment.
12. Participate in staff development training programs, faculty meetings and special events as needed.
13. Assume other duties as assigned by the principal, director, and/or special education teachers which have been specifically stated.
14. Do bus duty in the building and supervise children on bus runs.

TERMS OF EMPLOYMENT: Length of contract: 10 months
Salary: Determined annually by the Board of Education
Must be available 40 hours per week during the following hours:
Bragg and Dickerson – 7:30 to 4:30
Black River – 6:30 to 3:30.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the board's policy on evaluation of noncertified personnel.

APPROVED BY: Chester Board of Education

DATE: October 26, 2010

READOPTED: June 24, 2014

READOPTED: September 24, 2024