

CHURCHILL COUNTY SCHOOL DISTRICT

PARAPROFESSIONAL INSTRUCTIONAL ASSISTANT

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

DEFINITION

Perform a variety of Paraprofessional duties related to classroom instruction for the purpose of assisting with tutoring and monitoring of students. Perform duties by assisting a teacher or teachers in providing intensified learning experiences for students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the site Administrator and/or designee. Assigned licensed professional provides technical and functional supervision.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Tutors students individually or in small groups, reinforcing or following up on instruction provided by the teacher; supports students in every stage of the learning process; and tutors students in reading in order to understand a variety of materials.
2. Assists in testing and in scoring tests; assists in the evaluation of instruction and of student's progress and problems.
3. Assists teachers in preparation of lesson plans or develops own plans based on teacher direction and explanation of student needs.
4. Prepares materials and equipment and operates instructional equipment; change bulletin board as required.
5. Types or duplicates lessons, texts or other instructional materials as needed.
6. Maintains equipment inventories and a variety of records such as attendance, grades, and test scores.
7. Maintains classroom or learning facility in a clean, organize and healthful manner.
8. Supervises students during lunchtime or on the school grounds as needed.
9. Rides the bus with students as needed.
10. Assists in fund raising activities as needed.

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11. Instructs orally and in written format in English and a designated language as needed; interprets and translates for non-and-limited English speaking students and parents/guardians as needed; attends parent-teacher conferences as required.
12. Performs a variety of light clerical duties in support of the instructional program; schedules appointments and coordinates meetings; maintain files and records; input data into computer and generate reports as needed.
13. Operates a computer laboratory; ensures proper functioning of computers; supervises and instructs students in the use of computers and related peripherals; explains and demonstrates course work lessons to students; order material and aids when necessary; maintain library of computer software and student data disks; advises appropriate staff of needed repairs; and assists staff with familiarization of computers and software.
14. Some positions in the bilingual programs may require English and a second language, including literacy as well as aural/oral proficiency.
15. Determines from teacher direction and evaluation of student work, the concepts that need to be the focus of tutorial sessions.
16. Conducts tutorial sessions.
17. Assists professional in taking attendance, correcting papers, and presenting instructional materials, maintaining discipline, and encouraging acceptable behavior.
18. Enforces school rules, regulations, and safety standards as prescribed.
19. Contributes to reports on student progress, behavior, and performance.
20. Assist students with daily assigned activities.
21. Supervise students in halls, cafeteria, and playground.
22. Supervise students during in-house suspension; work on homework.
23. Administer first aid and/or CPR as necessary.

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QUALIFICATIONS – *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

Knowledge of:

- Routine record keeping principles and practices;
- Basic mathematical principles;
- English usage, spelling, grammar, and punctuation;
- Instructional techniques and strategies;
- Microsoft office package including but not limited to Microsoft Word and Excel; and
- Student behavior and characteristics.

Skills to:

- Operate office equipment, computers, and other equipment to prepare learning materials and resources; and
- Work cooperatively with employees, students, parents/guardians, and the public.
- Read, write, and understand the English language;
- Multi-task and determine priorities; and
- Interpret and apply oral and written instruction.

Ability to:

- Learn the general purposes and tools of public education;
- Learn and utilize standard teaching aids applicable to the instructional program;
- Learn and utilize routine methods and procedures to be followed in instructional settings;
- Learn to recognize limitations of special education students and encourage their participation in educational and occupational programs and activities;
- Assist the teacher(s) to whom assigned in the supervision of students;
- Understand and follow oral and written directions;
- Communicate effectively, both orally and in writing;
- Maintain files and records;
- Make simple mathematical calculations;
- Establish and maintain cooperative-working relationships with those contacted in the course of work; and
- Effectively tutor students.

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Experience and Training Guidelines - *Any combination of experience and training that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Some experience working with students is desirable.

Training:

Possession of a high school diploma or its equivalent (GED).

Required Certification and Licenses:

Paraprofessional (highly qualified) requirements:

- Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits);
- Obtained an associate's (or higher) degree; OR
- Passed a formal State or local academic assessment demonstrating knowledge of, and the ability to assist in instructing, reading, writing, and mathematics (in Nevada the only currently approved test is the ETS Paraprofessional Assessment.)

Must possess and maintain a Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Physical and Mental/Intellectual Requirements: *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 100 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

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Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting		X		
Crawling	X			
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing		X		
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight			X	
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				

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Machine/Electrical Hazards				
Ladders> 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises	X			
Heights				
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision			X	
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell	X			

Working Conditions: Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to stress, noise levels ranging from moderate to very loud and occasional to frequent time periods. Potential exposure to blood borne pathogens.

Employee's Acknowledgment: *I acknowledge that I have read the above job description and have received a copy for my records.*

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

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