

**Job Category:** Paraprofessional

**Reports to:** Building Principal

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The conditions listed below are representative of the knowledge, skills, and abilities required.

- Possesses at a minimum: High school diploma or general education degree (GED)
- Experience with school-age children preferred
- Effective communication skills with adults and children
- Secure appropriate paraprofessional certification

### **Performance Responsibilities**

- Provide instructional reinforcement of lesson plans, under direction of the special education/classroom teacher.
- Serve as a positive, nurturing guide for students.
- Model the school's professional, ethical, and communication standards when interacting with students, parents, staff, and community members.
- Supervise students in both instructional and non-instructional settings.
- Support student learning of lesson components, as determined by the teacher, through discussion and reviewing classwork.
- Attend to students' physical, personal, academic, and behavioral/emotional needs.
- Perform duties such as organizing and preparing classroom and teaching materials.
- Establish and maintain collaborative working relationships with students, parents, and staff.
- *Other essential duties, training, and responsibilities may be assigned.*

### **Physical, Sensory, and Environmental Demands**

Regularly required to sit, stand, walk, talk, hear, traverse up and down stairs, operate a computer, or other office equipment, reach with hands and arms, and occasionally lift and/or move up to 20 pounds.

### **Evaluation**

Performance will be evaluated in accordance with the District Evaluation Plan.