

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Basic Skills Paraprofessional	Department: Building
Reports to: Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-1	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 5	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Basic Skills Paraprofessional.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Student and teacher instructional assistance</i>
Percent of Time:	100%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises and assists students individually or in small groups i.e., math or reading assignments
- Follows directions of licensed teacher
- Assists teachers with drill and practice activities for students
- Monitors behavior of students in and out of the classroom i.e., field trips, passing times, supervised play, lunch
- Assists teacher with presentation of lesson material and creating practice activities for students (i.e. provide suggestions regarding current lesson plan or prior year teaching techniques & cues used)
- Assists teacher in identifying students learning needs or concerns and help develop an individual learning plan
- Proctors MCA and MAP tests

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Personal dependability
- Attention to detail
- Ability to follow directions of teacher or principal
- Regular attendance
- Math background
- Proven ability to work and develop positive relationships with students
- Ability to supervise a group of students
- Knowledge of strategies or willingness to learn strategies to discipline students
- Knowledge of strategies or willingness to learn strategies for instruction and monitoring of basic computer skills

- Knowledge and ability to use e-mail
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School diploma or equivalent
- Post-secondary education preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Math and/or Reading background/experience preferred

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	F		
Sitting	F	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	O
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Traveling by automobile	N			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	N

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.