

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Instructional Paraprofessional	Department: Building
Reports to: Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-3	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 3	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Provides instructional paraprofessional support for kinder academy/kindergarten/1st grade students and staff.

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:

- Reads to or listens to children read
- Monitors groups of children during teacher directed instruction
- Facilitates lessons for small groups and individuals using personalized strategies and materials
- Facilitates classroom learning activities under the direction of a teacher
- Prepares educational materials as assigned
- Monitors behavior of students in and out of the classroom, i.e., field trips, passing times, supervised play, lunch
- Assists with breakfast and lunch

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Proven ability to work and develop positive relationships with young children.
- Ability to follow direction of teacher or principal
- Ability to supervise group of young children
- Knowledge of strategies or willingness to learn strategies for instruction and monitoring of basic computer skills
- Personal dependability
- Regular attendance
- Knowledge and ability to use district initiated technology platforms, student database systems, and student technology to support teaching and learning (i.e. Chromebooks, Google Classroom, etc.)
- Ability to learn and implement PBIS expectations
- 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

- None

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with school age children

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	
Walking	F	Up to 25 pounds	F		
Sitting	F	Up to 50 pounds	O		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	O	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	F
Distinguishing smell	N			Very loud noise (i.e. jack hammer, front row rock concert)	N
Distinguishing temperature	N			Vision for close work/ability to adjust focus	F
Traveling by automobile	N			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

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