

Job Title: Paraprofessional / Teacher Aide
Department: Instruction
Reports to: On-Site Director

Summary

A Paraprofessional / Teacher Aide provides instructional and non-instructional services to students necessary for the student to access the before and after-school facilities and programs. These services may include ambulatory, eating, and toileting assistance.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position must:

- Assist in managing the behavior of students
- Assist in activities assigned by and under the direct control of the On-Site Director.
- Prepare and collect materials needed by the teacher in presenting a unit of work.
- Meet a rigorous standard of quality and can demonstrate knowledge of, and ability to assist in instruction in basic reading, writing, science, and math skills.
- Assist students with physical care including feeding, bathroom needs, and personal hygiene
- Keep the teacher informed of any special needs or problems of individual students
- Maintain confidentiality of information about children and their families in accordance with Board policy and law.
- Participate in staff development training programs, faculty meetings and special events as requested by the On-Site Director.
- Help supervise arrival and departure of students to which he or she is assigned and escort students between buildings as needed.
- Follow instructions from teachers and On-Site Director.
- Work with individual students as directed by the teacher.
- Supervise students during non-instructional times in the program such as during dinner time, recess, loading and un-loading of buses, etc.
- Complete recordkeeping tasks as assigned by the teacher.
- Complete other duties and tasks as deemed necessary by the supervising teacher and On-Site Director.
- Operates equipment used in the classroom for instructional purposes and sets up audiovisual machines.
- Helps students master equipment or instructional materials assigned by teacher.
- Assist in Emergency Drills.
- Follow instructions from teachers and the On-Site Director.

Supervisory Duties

Supervise students at all times

Qualifications

Education: Associate degree or 60 hours of higher education

Certification: Valid Missouri Substitute Teaching Certificate

Experience: Preferred but not required

Skills and Abilities**Language**

An individual who holds this position must have the ability to:

Read and comprehend simple written and oral instructions, short correspondence and memos

Write short correspondence and memos

Communicate one on one and in small groups

Reasoning

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions

Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel

May have to use therapeutic restraint

Will regularly lift students

Must have both close and distance vision

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess. May work with students who exhibit physically aggressive behavior.

Other Requirements

Clearance on background check that is satisfactory to the Administration. Ability to supervise and evaluate over students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the On-Site Director.

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Approved by the Board of Education
August 23, 2016