

Elkhart Community Schools

Position Description

Position Title:	Paraprofessional
Qualifications:	<i>Required:</i> Completion of at least 48 hours of earned college credit at an institution of higher education, or obtained an Associate's degree (or higher), or met a rigorous standard of quality and can demonstrate, through a formal State or local assessment (Para Pro Assessment Test): (a) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, or (b) knowledge of, and the ability to assist in instructing reading readiness, as appropriate. Experience working with children; wholesome and understanding attitude toward children; ability to use proper English and communicate well; pleasing personality; willingness to learn and expand general knowledge; ability to take initiative and work independently. Regular and timely attendance is an essential function of this position.
Department:	Building
Reports to:	Building Principal
Prepared by:	Maggie Lozano
Approved by:	W. Douglas Thorne
Date: 9/23/2024	

SUMMARY: Assists the Building Principal in providing paraprofessional services that enhance the school's instructional program as designed in meeting the needs of students. Supervises students and/or specific work assignments as determined by the Building Principal or his/her designee. All services are performed under the direct supervision of professional individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Assist students with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
2. Support classroom teachers (e.g. editing research assignments, checking grades, etc.) for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
3. Monitor students during assigned periods to maintain a quiet, safe and positive learning environment.
4. Guide independent study, enrichment work, and remedial work set up and assigned by the classroom teacher.
5. Administer classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
6. Supervise students during transitions, recess, lunches, school bus, restrooms, halls, and study periods; administer simple first aid and prescribed medication; similar responsibilities.
7. Assist in the disciplining of students in accordance with classroom and building rules and procedures.
8. Maintain a record of accountability for student activities during class time for the purpose of reporting to the classroom teachers or administrative staff, if the students are not making good use of time.
9. Monitor and record student progress toward goals and objectives as directed by teacher; collect, record, and account for monies paid by students; take attendance; make reports; copy and record dates; act as room librarian and file clerk; secure instructional materials; dictate lists or items to be written by the student; operate duplicating equipment and prepare instructional materials; work in material center; type tests; inventory materials; other like clerical responsibilities.
10. Maintain appropriate confidential information in all matters.
11. Demonstrate the ability to work harmoniously with all people with whom he/she comes in contact, both within the school family and in the community at large.
12. Regular and timely attendance is an essential function of this position.
13. Perform other such appropriate duties and responsibilities as directed by the principal or classroom teacher.

ADDITIONAL RESPONSIBILITIES BASED ON SPECIFIC PARAPROFESSIONAL POSITION:

Paraprofessional- ISS/Detention

- Oversee classroom tasks, including assignments, tests, homework, and make-up work, to assist teachers in delivering effective instruction.

- Monitor and document student engagement and activity during class, providing feedback to teachers or administrators if students are not effectively utilizing their time.
- Encourage and foster positive study habits to enhance student learning outcomes.
- Assist classroom teachers with tasks such as editing assignments and managing grades to support curriculum implementation and teaching strategies.

Paraprofessional- APEX

- Possess a strong working knowledge of the APEX program, particularly in relation to managing student academic records.
- Demonstrate a clear understanding of graduation requirements.
- Oversee the administration of the APEX online learning system, including enrolling students in courses and generating necessary reports.
- Maintain regular and effective communication with counselors and administrators to ensure program alignment and student success.

Paraprofessional- Alternative Programs

- Work collaboratively with the alternative program team, including students, teachers, paraprofessionals, behavior analysts, speech pathologists, occupational therapists, school psychologists, social workers, and administrators.
- Gather, document, and analyze data on observable student behaviors in alignment with behavior intervention plans.
- Collect and summarize data related to student goals outlined in individualized education plans (IEPs).

Paraprofessional- ENL

- Support the implementation of the language assistance program by collaborating with teachers and carrying out tasks assigned by certified language assistance staff, the program coordinator, and the building principal.
- Show care and commitment to students and parents through written communication, phone calls, and home visits as needed.
- Facilitate communication by providing interpreting services, when appropriate, for students, parents, community members, and school staff.
- Promote understanding and respect for diverse cultural backgrounds within the school community.

Paraprofessional- Secondary Media

- Support the Library/Media Instructor with the inventory and organization of the library media center collection.
- Inspire students to cultivate lifelong skills in reading, listening, viewing, and critical thinking.
- Perform general repairs on damaged materials and assist in maintaining the library collection through regular weeding.
- Help faculty and students select materials that enhance and supplement classroom instruction.

Paraprofessional- EACC (i.e. Dental/Health Occupations/Diesel, etc)

- Ensure adherence to standard safety protocols and maintain accurate records.
- Manage the assignment and inventory of tools and supplies
- Assist the instructor with student supervision during activities.
- Coordinate and oversee cleanup operations at the end of each session.

Paraprofessional- Pre-K

- Support various areas of the curriculum by working with individual students or small groups, listening to children read, encouraging verbalization of concepts, and assisting with writing lessons or original stories.
- Supervise playground activities, school buses, restrooms, hallways, and the lunchroom; provide basic first aid; assist with field trips and related duties.
- Prepare bulletin boards, distribute lesson materials, clean and organize classroom supplies, and assist with general classroom housekeeping.
- Set up audiovisual equipment, support games during PE or indoor recess, provide individual attention to students as directed, and handle additional clerical tasks as needed.

Supervisory Responsibilities: Supervise students and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

Qualification Requirements: 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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Completion of at least 48 hours of earned college credit at an institution of higher education, or obtained an Associate's degree (or higher), or met a rigorous standard of quality and can demonstrate, through a formal State or local assessment (Para Pro Assessment Test): (a) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, or (b) knowledge of, and the ability to assist in instructing reading readiness, as appropriate.

Language Skills: Must be able to receive detailed information through oral communication. Must be able to read and comprehend written communication. Must have manual dexterity to perform specific data collection functions with electronic devices.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Knowledge of, and the ability to assist in instructing reading, writing, and mathematics, or knowledge of, and the ability to assist in instructing reading readiness, as appropriate. Experience working with children; wholesome and understanding attitude toward children; ability to use proper English and communicate well; pleasing personality; willingness to learn and expand general knowledge; ability to take initiative and work independently. Regular and timely attendance is an essential function of this position.

Physical Demands: 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 the essential functions.

While performing the duties of this job, the employee is continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; talk and hear on the telephone and in other interactions.

The employee must frequently lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.