

Elkhart Community Schools

Position Description

Position Title:	Paraprofessional	
Qualifications:	Completed at least 2 years of study 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; (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; sensitivity toward needs of English Language Learners; Spanish preferred. Regular and timely attendance is an essential function of this position.	
Department:	Building	
Reports to:	Building Principal	
Prepared by:	Pamela Cozort	Date: September 21, 2005
Approved by:	Doug Thorne	Date: September 21, 2005

SUMMARY: Assists the Building Principal in providing paraprofessional services that enhance the school's instructional program as designed in meeting the needs of pupils. Supervises pupils 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. Provide assistance in various areas of the curriculum such as working with individual student or group; seatwork or independent activities; listening to children read; talking with children to get them to verbalize concrete and abstract concepts; assist with writing lessons or original stories; grading tests, workbooks, and papers; and other like activities.
2. Supervise playground activities, school bus, restrooms, halls, and study periods; help in lunchrooms; put on wraps, administer simple first aid; help on field trips, and similar responsibilities.
3. Prepare bulletin boards; distribute lesson materials, clean and collect materials and equipment; assist with classroom housekeeping following projects or activities; set up AV equipment (projectors, cassettes, CS's and record players, etc.); make name cards for desks; assist with games during physical education or rainy day recess periods; provide individual pupil attention as directed; and other like classroom situations.
4. Collect, record, and account for monies paid by pupils; 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 pupil; operate duplicating equipment and prepare instructional materials; work in material center; type tests; inventory materials, and other clerical responsibilities.
5. Maintain appropriate confidential information in all matters.
6. Demonstrate the ability to work harmoniously with all people, both within the school family and in the community at large.
7. Perform other such appropriate duties and responsibilities as directed by the principal or designee.
8. Exhibit regular and timely attendance.

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.*

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

Education and/or Experience: Completion of at least 2 years of study at an institution of higher education, or met a rigorous standard of quality and can demonstrate, through a formal State or local assessment (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.

Other Skills and Abilities: Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

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 regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, 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. 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.