

# Job Description

Francis Howell School District

## Paraprofessional - Instructional

### Purpose Statement

The job of Paraprofessional - Instructional is done for the purpose/s of supporting classroom teachers and library media specialists with the seamless integration of technology into the learning environment; to assist with interventions, instruction, and supervision of students in the classroom and learning commons as scheduled.

This job reports to Building Principal

### Essential Functions

- Assists with classroom instructional activities under supervision for the purpose of ensuring that all students are reaching the tier I instructional goals.
- Assists the Library Media Specialist (e.g. processes materials, supervises students, teaches small groups of students, tracks missing or overdue materials, etc.) for the purpose of incorporating the Learning Commons and ensuring efficient and effective operational procedures.
- Assists with monitoring and reinforcing learning for all students (e.g. supplementary work, data collection, screening, and progress monitoring, etc.) for the purpose of implementing behavior management and other programs designed by the teacher.
- Attends workshops and in-service training as required by the district for the purpose of conveying and gathering information to perform job functions within established guidelines.
- Demonstrates the use of technology tools (e.g. voice threads, response systems, document sharing, etc.) for the purpose of implementing technology into the curriculum.
- Implements instructional strategies as prescribed by classroom teacher for the purpose of presenting and/or reinforcing learning concepts.
- Monitors the circulation desk for the purpose of utilizing the circulation system to track overdue/lost books and fines.
- Processes new materials/periodicals, repair books for the purpose of updating the library common's website and inventory of learning commons resources.
- Provides training and assistance to classroom teachers for the purpose of integrating technology and 21s century skills into the curriculum.
- Supervises students in use of online technology programs for the purpose of facilitating keyboarding proficiency for elementary students.
- Teaches individual students or small group of students (e.g. phonics, math, reading, phonological awareness, comprehension, etc.) for the purpose of encouraging student success and tracking their progress over a period of time.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

## Skills, Knowledge and Abilities

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: handling hazardous materials; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in Special Education; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; record keeping techniques; and modern office practices and procedures.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; applying behavior modification techniques developed for classroom use; writing observations and document student behavior; intervening positively in, and diffusing potential confrontations among students; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students.

## Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

## Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education (Minimum):** Targeted, job related education with study in job-related area.

**Education (Preferred):**

## Required Testing

None Specified

## Continuing Educ. / Training

None Specified

## Certificates and Licenses

60 hrs college credit or completion of appropriate assessment

## Clearances

None Specified

## FLSA Status

Non Exempt

## Approval Date

## Salary Grade

**Revised Date**

Empowering students to be lifelong learners prepared for the future.