



FLINT COMMUNITY SCHOOLS

*Expect **More.** Achieve **More.***

Employee Job Description

Job Title: **Paraprofessional, Title I**

Job Summary:

The Paraprofessional provides assistance to teachers, and other school personnel, in the delivery of quality education and support services for students, in an array of classroom settings.

Flint Community Schools, an urban public school system with campuses throughout the City of Flint, Michigan, has a long and rich tradition of community education. Flint Community Schools provide a range of academic, extended services and extracurricular activities at the elementary and secondary levels to meet the needs of our students and their families.

Essential Functions:

1. Works under the supervision of the teacher by assisting with instructional and non-instructional duties as directed.
2. Listens to, reads to, and redirects individual and small student groups toward assignment completion.
3. Works with small groups of students for specific instructional purposes.
4. Assists students, on an individual basis, who have difficulty in understanding directions.
5. Assists the teacher in the preparation of instructional materials.
6. Accompanies the teacher and class on field trips.
7. Assists with the operation of audio-visual equipment.
8. Assists with classroom clerical work, daily activity logs.
9. Assists the teacher with interviews and enrollments of students, when appropriate.
10. Assists teacher in the health and parent programs, when appropriate.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

Qualifications:

Education: Must meet one of the following requirements:

- Earned at least 60 semester hours of college credit, or
- Obtained an associate degree (or higher), or
- ETS Parapro Assessment (score at least 460), or
- College Board's SAT (score at least 480 on evidence-based reading/writing and a score of 530 on math)

Skills: Personality and mature judgment to work effectively and harmoniously with both students and adults.
Competency in all academic areas: reading, writing, spelling and mathematics.
Good listening and speaking skills. Ability to make sound decisions.
Competency in, and ability to assist students with using, computer programs.
Knowledge and ability to use effective telephone techniques.

Other: Residence within a 60-mile radius of the borders of the District is required; residence within the City of Flint is preferred. Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

Evaluation: Performance of this position will be evaluated annually in accordance with provisions of the Master Teacher Contract between the Board of Education of the City of Flint, Michigan and the United Teachers of Flint, Inc.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Special Job Considerations

Certification: Required ___ Not Required X Desirable ___

Bargaining Unit Position: Yes X No ___

Salary Schedule: Paraprofessional Salary Schedule (TA) 193 days per year; 30 hours per week.

Reports To: Building Principal

Physical Demands: Sedentary Work (see U.S. Department of Labor Guidelines)

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Date: 4/2024

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs
923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1124

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