

Job Title: Paraprofessional (2)
Department: Instruction
Reports to: Principal
FLSA Status: Non Exempt
Pay Scale: Classified Scale A



General Description:

Performs any combination of following instructional tasks in the classroom to assist the teaching staff of an elementary or secondary school by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Discusses assigned teaching area with the classroom teacher to coordinate instructional efforts.
- Prepares lesson outline in the assigned area and submits the outline to the teacher for review.
- Plans, prepares, and develops various teaching aids as directed by the teacher.
- Presents subject matter to students, utilizing a variety of methods and techniques.
- Prepares and administers assessments under the direction of the teacher.
- Provides feedback and correctives in a timely manner.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts which may include but are not limited to:
 1. Reading to children
 2. Assisting children in the library
 3. Writing the dictation given by young children
 4. Helping children locate and use materials
 5. Encouraging safety habits in work and play
 6. Encouraging children to work independently
 7. Listening to children
- Assists teachers with routine tasks, which may include but are not limited to:
 1. Recording attendance and other information
 2. Collecting money
 3. Gathering resource and supplementary materials
 4. Setting up and operating audiovisual equipment
 5. Fire drills
 6. Field trips (during the assigned working hours)
 7. Special events (during the assigned working hours)
 8. Clerical duties including making copies, typing and record-keeping
 9. Correct student work
 10. Supervise the entire classroom when called upon to do so by the classroom teacher or building principal
 11. Attend parent/teacher meetings (if appropriate)
- Performs other duties as required or assigned.

Required Knowledge, Skills, and Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Education, Training, and Experience Requirement:

- High school diploma or general education degree (GED)
- Associate's Degree or two years of post-secondary coursework or a passing score on ParaPro.

Physical Attributes/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.

The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, crawl, talk, or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as pushing a child on a bike or swing, or moving/rearranging furniture. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

Evaluation:

Performance on this job will be evaluated by the principal or designee in accordance with the school board policy and administrative regulations on the evaluation of classified personnel.

