

Paraprofessional - Learning Support – James Gettys

Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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Range: V

Supervisor: Teacher to whom assigned / Principal

Work Schedule: 7 Hours Per Day/35 Hours Per Week/9 Months Per Year

Basic Job Function:

To support the classroom teacher in providing learning experiences, to provide clerical assistance, to assume the non-diagnostic support of learners and their supervision in a learning environment, and provide non-instructional supervision

Education and Experience:

High school diploma or GED required

Post-secondary courses beneficial

Related experiences

Knowledge of basic work area operations and procedures

This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.

TYPICAL DUTIES

Assist the classroom teacher in tasks that are assigned by the teacher or the principal

Maintain learner/classroom confidentiality in school, at home and in the community

Perform clerical tasks as assigned by the classroom teacher such as typing, checking papers, Xeroxing, gathering materials, collecting and correcting papers, recording data, filing materials, etc.

Operate A/V equipment and prepare instructional materials assigned by the teacher

Provide and assist with the supervision of students during main streamed classes and/or teacher scheduled free time

Provide academic instruction to whole class, small groups, or individual learners as directed by the teacher

Discipline learners in a consistent, firm, positive manner at a feeling level within the structure established by the teacher

Communicate all relevant learner observation data to the appropriate personnel in a timely and informative manner

Demonstrate an encouraging attitude

Treat learners, staff and parents with respect and dignity

Demonstrate initiative to try new and unique ways of performing assigned tasks and new projects through dialogue with teachers

As a role model for students:

be courteous, cooperative, respectful, open, neat, prompt, and encouraging

Provide a support system that allows learners to develop independence

Assist in providing for the physical needs/personal hygiene of the learners

Assist the teacher in the development of appropriate social and emotional growth of their learners

Continually seeking out resources to develop competencies in providing services to the learners and the school community

Strive to continually improve skills using appropriate methods

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Perform other duties as assigned by Supervisor

ESSENTIAL SKILLS

Physical Demands - Employee must be able to:

- Stand for limited periods of time
- Walk for extended periods of time
- Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.
- Use hand strength to handle objects, tools, or controls
- Perform light lifting - up to 25 pounds
- Have the manual dexterity to prepare documents and use office equipment
- Perform repetitive movement of fingers and hands for keyboarding
- Climb/descend full flights of stairs

Sensory Abilities - Employee must have the ability to use:

- Visual acuity to read
- Visual, verbal, and hearing acuity to interact with others
- Interpersonal skills to communicate effectively with others
- Appropriate language
- Proper manners

Work Environment - Employee must be able to:

- Function effectively in a variety of conditions
- Primarily work indoors
- Perform effectively in a noisy environment
- Maintain a safe and sanitary environment

Temperament - Employee must be able to perform:

- Effectively in a collaborate team environment
- Cooperatively, congenially and be service-oriented
- In an environment with frequent interruptions
- Under various pressures
- Effectively with people of various ages
- Patiently, maturely, and be caring with others

Cognitive Ability - Employee must have the ability to:

- Follow written and verbal directions
- Complete assigned tasks with minimal supervision
- Perform independently within the limits of assigned responsibility
- Independently make work-related decisions
- Organize and manage your work area
- Handle stressful situations with others
- Give instructions to students
- Be self motivated
- Assess how others can benefit from your help
- Use correct grammar, sentence structure and spelling
- Use written communication effectively
- Perform mathematical computations
- Be flexible in dealing with others

Specific Skills - Employee must have the ability to:

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Learn and use new technology effectively
Implement changes
Appropriately handle confidential information
Supervise and instruct others in various activities
Handle routine and emergency situations effectively
Be flexible
Know basic first aid
Follow a time schedule

License:

None required

Comments:

Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy.
Strive constantly to promote the safety, health, and comfort of students, teachers, and staff.
Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving office/building environment and complete the necessary daily operational duties.
Must be friendly, helpful, and patient while working with children to make the classroom a positive learning experience. Also must have the ability to interact effectively with parents.

Evaluation: The employee will be evaluated annually according to Board Policy #512.

ACKNOWLEDGMENT:

Employee: The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: _____

Date: _____

Supervisor/Administrator: _____

The Gettysburg Area School District is an Equal Opportunity Employer.

Approved copy to:

Employee Handbook
Supervisor/Administrator
Personnel File
Business Office