

**INDEPENDENT SCHOOL DISTRICT NO. 319
NASHWAUK-KEEWATIN PUBLIC SCHOOLS**

Board Approved: November 20, 2023

Job Title: Paraprofessional

Supervisor: Designated Teacher, Building Principal

Salary/Pay: As determined by Master Agreement

Purpose: Facilitate student academic growth by providing individual, small group support/re-instruction, and service at the direction of certified staff. This position requires: confidentiality, good communication and interpersonal skills, flexibility, teamwork, and knowledge of technology.

Essential Duties and Responsibilities

- Guides, assists, and works with students at the direction of certified staff and reinforces the teacher's lesson. Provides reinstruction to students at the direction of the teacher.
- Implement and conduct reading, math, and writing activities as established by teacher objectives effectively and efficiently
- Assist in adapting instructional strategies and materials according to the needs of the student.
- Assist and reinforce elements that support a safe and effective learning environment.
- Prepare and organize materials to support learning.
- Effectively employ strategies that reinforce positive student behavior.
- Use appropriate educational terminology regarding students and instructional activities.
- Access and effectively use available resources including technology, to support instruction.
- Participate, when requested by the designated teacher or administrator, in parent conferences with families and/or primary caregivers.
- Assist licensed staff with the development of instructionally related materials.
- Proctors test to assess students' mastery of learned materials.
- Accurately gather and record student performance data and maintain student confidentiality.
- Model positive behavior.
- Perform other related duties as assigned by designated teaching staff and/or the building principal.

Position Qualifications

- Two Year Degree, 60 College Credits, or successful completion of ParaPro Test
- Knowledge of classroom, playground, building and bus routines; of safety and security procedures.
- Ability to work with students and teachers in a harmonious way.
- Ability to work closely with the teacher or principal.
- Ability to perform when trained (i.e. academic help).

- General understanding of public school education.
- Good human relations skills.
- Ability to communicate effectively with other teaching, administrative, and support staff individuals.
- Ability to maintain confidentiality with student matters.

Personal Characteristics

- Likes and is comfortable with children
- Calm/Patient
- Team Player
- Effective Communicator
- Organized
- Possess Teaching Skills
- Creative
- Knowledgeable
- Positive attitude