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### POSITION RESPONSIBILITY WRITE-UP

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<b>Position Title:</b>	Paraprofessional	<b>Date:</b>	October 1998
<b>Department:</b>	Curriculum and Instruction	<b>Location:</b>	Elementary and Secondary Schools
<b>Accountable To:</b>	Principal		

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#### Primary Objectives of Position

To assist teachers and other staff with daily activities, materials preparation, and student instruction.

To supervise students inside and outside of the classroom.

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### MAJOR AREAS OF RESPONSIBILITY

#### Student/Staff Assistance

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| Assists student services and regular teachers in carrying out the instructional program for special students, including one-to-one tutoring and practice in small groups. | 1 |
| Assists students in using instructional materials and equipment, including computer equipment/software.   | 2 |
| Assists in adapting learning opportunities to special student needs.  | 3 |
| Helps student participate in classroom activities, academically and socially.   | 4 |
| Monitors learner's progress and regularly reports results to teachers.  | 5 |
| Models and reinforces appropriate verbal and interpersonal behavior.  | 6 |
| Assists the student in developing a positive self concept.  | 7 |
| Helps maintain a neat and clean learning environment, and performs errands on request.  | 8 |
| Performs other duties as assigned.  | 9 |

#### Clerical Assistance

Follows instructions for administering tests to students.	10
Corrects assignments under teacher direction.	11
Prepares materials developed by the teacher, such as worksheets, exercises and tests.	12
Files correspondence, work samples, grades and reports in student files.	13
Obtains and files resource materials for teaching units.	14
Prepares bulletin boards, awards, and/or art materials for specific lessons or themes.	15
Duplicates materials for use by the teacher.	16

### **Student Supervision**

Supervises and assists students to ensure their safety and comfort.	17
Intervenes promptly to curtail inappropriate or disruptive behavior.	18
Supervises classroom in teacher's absence.	19
Provides personal custodial care to students who require it.	20
Supervises students in the building (including halls and lunchroom), on the playground, or boarding the bus.	21

### **Planning and Evaluating**

Suggests activities or approaches that may be appropriate for the student.	22
Participates in periodic inservice workshops.	23
Participates in teacher-parent conferences when requested.	24

### **Knowledge, Skills & Abilities**

Ability to learn and apply behavioral management techniques.	25
Ability to perceive the learner's needs and develop a positive relationship.	26
Willingness to apply discipline consistently, as trained, and as appropriate.	27
Knowledge of the content areas in which assistance is given.	28

Ability to communicate with all contacts using tact, courtesy, sensitivity and good will.	29
Willingness to use take responsibility for own behavior and that of students supervised.	30
Ability to work effectively as a team member.	31
High school diploma or equivalent.	32

**Performance Expectations**

Students are motivated in their learning tasks through help offered by the assistant.	33
Professional staff are kept informed of student's progress and experiences in school.	34
Employee requests help when needed.	35
Confidentiality is maintained consistently.	36
Accepts and affirms individual differences and cultural diversity.	37
Displays kindness and consideration toward others; is actively helpful.	38
Respects the needs of others; recognizes one's own responsibility as a district employee to respond to community interests.	39
Willingly offers to help others when help is needed; willing to work harder to meet goals.	40
Seeks ways to improve own performance and contribute creatively to the work unit's mission.	41
Responds effectively to recommendations for change.	42
Able and willing to follow school rules and policies.	43
Able and willing to follow directives from supervisor.	44
Attendance is regular and punctual.	45

**Other Work Requirements**

Expected to consult with supervisor when a problem arises.	46
Must use good judgment in communicating with students, staff and parents.	47
Must be able to exercise patience at all times.	48
Physical Requirements: May need to lift children, help move disabled students, or restrain students on occasion.	49