

**MADISON PUBLIC SCHOOLS
JOB DESCRIPTION**

POSITION TITLE:	Classroom Instructional ParaEducator
LOCATION:	School Building
REPORTS TO:	School Administrator and Classroom Teacher
SUMMARY:	Assists the teacher in general daily classroom activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: <i>(Some or all of the following duties and responsibilities may apply.)</i>	
1.	Serves as confidential instructional para-educator to the classroom teacher;
2.	Assists in small group pupil instruction;
3.	Instructs students individually with remedial instructional programs as needed;
4.	Implements instructional goals under the direction of the classroom teacher;
5.	Organizes and prepares instructional materials;
6.	Assists with setup of classroom and prepares materials for specialized instructional units as needed;
7.	Keeps records, transcribes lessons on the board, monitors student activities;
8.	Assists with the maintenance and upkeep of educational records and assessment data;
9.	Demonstrates initiative and creativity with students and their program;
10.	Endeavors to gain an understanding of the student's issues;
11.	Confers and consults with staff, managers and administrators regarding students' needs;
12.	Escorts students to and from services throughout the school as needed;
13.	Assists, supervises and disciplines students on field trips;
14.	Assumes classroom teacher's responsibility for supervision of students and delivery of lessons on a temporary basis per article 8, section K.1 of the MAESS/BOE contract;
15.	Trains in specialized programs as required;
16.	Operates standard office equipment;
17.	Maintains current information and knowledge of school district operations;
18.	Maintains a professional demeanor and respects confidential nature of the workplace;
19.	Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:	None.
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QUALIFICATION REQUIREMENTS: <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.</i>	
EDUCATION AND EXPERIENCE:	1. High school diploma or general education degree (GED) and two years of college credit or an

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	Associate's degree or a passing grade from a State Board of Education adopted paraprofessional assessment which assesses content knowledge in Math, reading, and writing and an understanding of how to <u>assist</u> in the instruction of these topics.
LANGUAGE SKILLS:	<ol style="list-style-type: none"> 1. Ability to read and comprehend instructions, correspondence and memos. 2. Ability to read and interpret documents, such as general business periodicals, professional journals, equipment operating and maintenance instructions, and policy procedure manuals. 3. Ability to write routine reports and correspondence. 4. Ability to speak effectively with parents, staff, vendors, students, and the general public.
MATHEMATICAL SKILLS:	<ol style="list-style-type: none"> 1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. 2. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
REASONING ABILITY:	<ol style="list-style-type: none"> 1. Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. 2. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations and where only limited standardization exists. 3. Ability to define problems, collect data, establish facts, and draw valid conclusions.
OTHER SKILLS AND ABILITIES:	<ol style="list-style-type: none"> 1. Proficient keyboarding skills (45-55 words per minute). 2. Ability to operate a personal computer and related software including word processing, spreadsheet and database programs. 3. Ability to develop effective working relationships with students, staff, vendors, parents, administration and the school community. 4. Ability to communicate clearly and concisely, both orally and in writing. 5. Ability to handle a multitude of responsibilities with minimal supervision.
PHYSICAL ACTIVITIES AND REQUIREMENTS	<ol style="list-style-type: none"> 1. Crouching: bending the body downward and forward by bending legs and spine. 2. Reaching: Extending hand(s) and arm(s) in any direction.

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	<ol style="list-style-type: none">3. Stooping: Bending downward and forward by bending spine at the waist.4. Kneeling: bending legs at knee to come to rest on knee or knees5. Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand.6. Grasping: applying pressure to an object with fingers and palm.7. Talking: expressing or exchanging ideas by means of the spoken word. These activities in which they convey detailed or important spoken instructions to other people.8. Hearing: perceiving the nature of sounds at normal speaking levels with or without correction.9. Repetitive motion: substantial repetitive movements of the wrists, hands and fingers.10. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.11. Visual acuity: close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer terminal, visual inspection involving small defects and/or small parts.12. Work conditions: not exposed to adverse environmental conditions.
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The Madison Public Schools job descriptions are intended to be in compliance with the Americans with Disabilities Act (ADA).