



## **Job Description**

**Job Title:** Teaching Paraprofessional  
**Department:** Elementary, Middle School, and/or High School  
**Reports To:** Principal (Building)  
**FLSA Status:** Nonexempt

### **General Statement of Duties**

The fundamental reason this classification exists is to perform any combination of instructional tasks to assist the teaching staff. A Teacher Aide provides individual or small group assistance to students and may teach one or more subjects to learners.

### **Essential Duties and Responsibilities**

- Strive to support the district's mission, instructional goals and objectives.
- Encourage students to set and maintain standards of appropriate behavior. Maintain discipline and create a positive learning environment. Ensure a safe environment for students and staff.
- Work in collaboration with classroom teachers to ensure goals and objectives are met.
- Interact with students, individually or in groups, utilizing a variety of methods and techniques such as lecturing, demonstrating, or other materials to present or reinforce learning concepts.
- Continue professional development through reading, course work, conference attendance, professional committee work, workshops, and interaction with educators from other districts.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Submit reports and documents as deemed necessary.
- Operate various equipment to include photocopier, telephone, fax machine, computer, calculator, educational equipment, etc.
- Work directly with highly sensitive student information. Maintain confidentiality of work-related information.
- Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

### **Minimum Qualifications**

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.

### **Education and Experience**

- High school diploma or general education degree (GED).
- Bachelor's degree preferred; an equivalent combination of education and experience may be acceptable to the hiring authority.

### **Skills and Abilities**

- Work well with students, public entities, educational professionals, etc.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Use basic math skills.
- Use basic computer skills.
- Write basic correspondence.
- Speak effectively before groups of students or employees of organization.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

### **Certificates, Licenses, Examinations**

- Successful completion of written tests and/or verbal interviews.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

### **Physical Demands and Environmental Conditions**

The physical demands and environmental conditions 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.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee is regularly required to sit and to use hands to finger, handle, or feel.
- The employee is regularly required to stand; walk; reach with hands and arms; and occasionally stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds and occasionally up to 40 pounds.
- The employee is occasionally subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

### **Performance Evaluation**

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**