NORTH ST. FRANCOIS COUNTY R-I SCHOOL DISTRICT
Job Description

Position Title:	**Paraprofessional/Title I**
Department:	Title I/Instructional
Reports To:	Principal/Classroom Teacher
Approved By:	Board of Education
Date:	February, 2022

SUMMARY:
Assists the teacher in carrying out duties necessary to provide education to the students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned.)*
1. Assists instructional personnel with the development and presentation of learning materials and instructional exercises
2. Tutors students individually or in small groups to reinforce and follow up learning activity
3. Maintains discipline in the absence of the teacher
4. Files, types or uses copy/ fax machine
5. Collaborates with school personnel
6. Plans for and executes daily tutoring for students in group time
7. Keeps daily logs for every student and monitors daily attendance

SUPERVISORY RESPONSIBILITIES:
Supervises classroom and students on campus as needed

QUALIFICATION REQUIREMENTS:
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.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED); at least 60 college credits

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic arithmetical calculation.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:
Ability to operate copiers, fax machines, and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands 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 talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, as to operate office equipment; reach with hands and arms; and stoop, kneel, crouch, or crawl.
The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.