

PARAPROFESSIONAL

SUMMARY

Under basic supervision, assists Wahpeton Public School students in school classrooms with educational programs and special assignments, and provides assistance to Teachers as needed to provide a positive learning and socialization environment for the students.

REPORTS TO: Principal

FAIR LABOR STANDARDS ACT: Non-exempt

ESSENTIAL FUNCTIONS – Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY, and is not comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited, to the following:

- Assists WPS students in school classrooms with educational programs, special assignments, and individual assistance; provides assistance to Teachers as requested; performs duties with scope of authority, and in compliance with WPS policies; duties may vary according to job assignment.
- Supervises, instructs, and monitors students; conducts exercises and communicates with students to help achieve learning objectives with individual assistance and small group sessions.
- Assists with supervising students, and encourages good student behavior; guides students to stay on task in work and play activities; alerts Teacher to student's special behavioral and learning issues.
- Assists students with learning tasks, self-help skills, and Individualized Education Programs (IED).
- Assists with development of individual learning plans, class lesson plans, and special events plans; assists with planning, preparation, development, and distribution of classroom materials.
- Monitors student behavior and documents special issues and problems; assures all required written reports are completed and submitted daily; assists with clerical duties and record keeping as needed.
- Communicates with students and staff to convey pertinent information while maintaining confidentiality of personal information.
- Assists with individual and small group interventions to improve student behavior.
- Enforces WPS policies and rules of conduct, and reports behavior issues, disciplinary incidents, and other concerns to Teacher or Principal; supervises students to verify compliance with WPS policies.
- Helps students to improve their science, math and language skills.
- Monitors students behavior, helps students with social skills, advises Teacher of complex issues.
- Supports the relationship between the Wahpeton Public School District and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and District staff; maintains absolute confidentiality of work-related issues, client records, and District information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, training and Experience Guidelines:

Associate's Degree; AND one year of experience working with children; OR High school diploma and Paraprofessional certification from North Dakota Department of Public Instruction; OR an equivalent combination of education, training and experience. Must pass a thorough background investigation.

Knowledge of:

- WPS policies and procedures.
- Classroom procedures and processes.
- Methods and techniques to assist in instructing reading, writing, and mathematics.
- Personal computers, and specialized software applications for educational systems.
- Record keeping and file maintenance principles and procedures.
- Safety rules and regulations, occupational hazards, and safety precautions in public facilities.

Skill in:

- Monitoring and improving student behavior and learning skills.
- Assisting children and special needs students, and assessing educational needs.
- Maintaining composure, and working effectively in classroom and school facility environments.
- Dealing tactfully and courteously with students, using patience, understanding and caring.
- Assisting students to improve learning, behavior and socialization skills.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required. Paraprofessional certification from North Dakota Department of Public Instruction is required; Crisis Prevention intervention (CPI) training and certification may be required for some incumbents; CPR and First Aid training is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in WPS and facilities, and requires working with children; may be required to physically restrain students if they are at risk of hurting themselves or others. On occasion, paraprofessionals may be asked to work with students off school-site.

Revised: 5-1-19