



**Job Title:** District Paraprofessional (Grades K - 12)

**Reports To:** Director of Special Education and Building Administration

**Employee Status:** Full Time, Non-Exempt, Paraprofessional Salary Schedule

**Evaluation:** Completed Annually by Director of Special Education and Building Administration

**Job Summary:** The District Paraprofessional is to support the educational process by assisting in the supervision, care, and instruction of students learning English. This position supports the implementation of instructional plans, monitors student behavior during non-classroom activities, and provides relevant information to appropriate school personnel. This role will work with students in the following educational areas; math, science, reading, writing, and verbal skills.

**Essential functions of the job may include but are not limited to the following:**

- Assists with classroom activities, assignments, and instructional materials under the direction of the supervising teacher to support and reinforce instructional objectives.
- Maintains instructional materials and manual or electronic records; performs clerical duties to ensure availability of resources, provide documentation, and meet mandated requirements.
- Monitors and supports students individually or in small groups with lesson assignments, accommodations, and/or modifications to reinforce learning concepts and support progress toward instructional goals and grade-level standards.
- Assists with classroom management responsibilities to support teachers in the instructional process.
- Participates in trainings, meetings, and in-service sessions to acquire and share information related to job responsibilities.
- Reports incidents involving students to appropriate instructional or administrative personnel to ensure student safety and well-being.
- Responds to emergency situations by addressing immediate safety concerns and referring matters to appropriate personnel as needed.
- Supports classroom teachers and other school staff in implementing curriculum, instructional strategies, and educational goals.

- Supervises students during assigned non-classroom periods in various school settings (e.g., restrooms, playgrounds, hallways, bus loading zones, cafeteria, and parking areas) to maintain a safe and positive learning environment.

**Other functions of the job include but are not limited to the following:**

- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
- Encourage parent and community involvement by responding promptly to phone calls and emails and providing requested information.
- Participate in appropriate professional development and growth activities.
- Perform other duties as assigned.

**Knowledge Skills and Ability Required:**

- Knowledge of the general curriculum, instructional strategies, and subject matter content to assist students and staff.
- Knowledge of data information systems, data analysis, and the development of action plans to support student learning.
- Knowledge of applicable federal and state laws and regulations related to education and student services.
- Ability to use computer networks, instructional technology, and software applications as required.
- Ability to organize, prioritize, and coordinate work effectively.
- Ability to communicate clearly and effectively with students, parents, and colleagues.
- Ability to engage in self-reflection and self-evaluation to support continuous professional growth.
- Ability to establish and maintain cooperative and productive working relationships.
- Commitment to supporting the philosophy and mission of the Oak Grove R-VI School District.
- Ability to comply with all district policies, rules, and regulations.

**Current Systems and Training:**

- McGraw Hill Reading Wonders K-5
- Savvas Math K-5
- Big Ideas - Mathematics
- TeacherEase
- MTSS
- Trauma Smart

**Education:**

College hours or degree and Substitute Certificate or passing score on ParaPro Assessment through DESE.

**Physical Requirements:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation. While performing the duties of this position, the employee is regularly required to sit, stand, walk, talk, and hear; use hands and arms to reach, handle, and operate a computer and other standard office equipment. The employee must occasionally lift, carry, move, and/or support objects weighing up to 10 pounds or more.

**Background Check:**

Employment in this position is contingent upon the applicant's consent to and successful completion of a pre-employment background investigation. Such investigation may include, but is not limited to, a criminal history check, reference checks, verification of prior employment, and verification of required academic credentials, licenses, and/or certifications. All results must be satisfactory to the Oak Grove R-VI School District. Background information will be obtained and used in a confidential, non-discriminatory manner in accordance with applicable federal and state laws.

**Term of Employment:** 9 months (in accordance with the Board Approved District Calendar)