



Job Description

Platte County School District

Paraprofessional Level 1 - General

Purpose Statement

The job of Paraprofessional Level 1 - General is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for improving student success in basic academics (reading, language and math); relieving teachers of clerical tasks; assisting students by modeling skills necessary to implement completion of assignments; working with individuals and small groups of students.

This Job reports to Director of Special Services & Early Learning

Essential Functions

- Adapts equipment under guidance of therapist and teachers (e.g. seating, tables, desks, computer hardware, etc.) for the purpose of providing optimal positioning and increased independence of special education students.
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assesses students for the purpose of supporting IEP modifications and accommodations, implementing district benchmarks and IEP goals.
- Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students read, providing writing assistance, reinforcing English lessons, providing spelling practice, facilitating activities, modeling conversation and behavior, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends to student immediate health care needs (e.g. seizure activity, blood sugar monitoring, etc.) for the purpose of following individual health plans as directed by a healthcare professional.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Builds rapport and trusting relationships with students and staff for the purpose of promoting a safe and secure learning environment.
- Communicates with supervising instructional staff and professional support personnel (e.g. teachers, counselors, therapists, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Documents observations of student performance in academic and school activities (e.g. social skills, behavior, assignments, etc.) for the purpose of providing written records and complying with mandated requirements.
- Implements, student success plans; behavior intervention plans, as prescribed by supervising instructional staff (e.g. activities, reinforcement processes, etc.) for the purpose of presenting and reinforcing learning concepts; supporting student behavior.

- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Provides clerical assistance to teacher, if assigned for the purpose of assisting teacher in implementing reports, and daily assignments.
- Provides sensory breaks and instruction, under the guidance of therapists and teachers for the purpose of implementing IEP goals, keeping students calm, and assisting in adaptation to mainstream classrooms.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions in environment, etc.) for the purpose of communicating information to appropriate instructional, counseling, and administrative personnel.
- Responds to emergency situations (e.g. injured student, altercations, etc.) for the purpose of resolving immediate safety concerns and directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective learning of students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; communicating effectively with students; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities; health standards; methods of instruction and training; school safety and security practices; knowledge based competencies; understanding of complex, multi-step written and oral instructions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with a wide diversity of individuals; maintaining confidentiality; setting priorities; working as part of a team; utilizing a variety of job-related equipment; assessing issues and solving problems; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

Generally the job requires 50% sitting, 30% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred): 60 college credit hours

Equivalency: successful passage of DESE approved paraprofessional exam or successful passage of Frontline substitute teacher training.

Required Testing

CPR
Parapro Exam

Continuing Educ. / Training

District Required Trainings
Substitute Teacher Training

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade