

JOB DESCRIPTION: PARAPROFESSIONAL

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

JOB TITLE: PARAPROFESSIONAL (SUBSTITUTE)

Other job titles that paraprofessional may be known by include (but are not limited to): Paraeducator, Aide, Education Technician, Teacher Aide, Instructional Assistant, Classroom Assistant, Education Assistant, Learning Support Assistant, and Teaching Assistant

QUALIFICATIONS:

1. Meets state requirements for education qualifications.
2. Ability to lift materials and supplies, as well as assist in the implementation of an instructional support program with students of varying ages and sizes.
3. Has effective organizational, communication, and interpersonal communication skills.
4. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
5. Maintain student and school personnel confidentiality.
6. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
7. Manifests a positive role in school and community relations.
8. Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing.
9. Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct.

REPORTS TO AND SUPERVISED BY:

School Principal and/or Assigned District/School Teacher. Kelly Paraprofessional will receive day-to-day and all classroom-specific instruction from the District/School.

JOB GOAL:

To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit for students.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a special education classroom, working in a general education classroom or environment, and/or working one-on-one with a student or small group of students.

SCOPE OF RESPONSIBILITY:

Substitute Paraprofessionals work at all times under direction and supervision of District/School professional employees. District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Paraprofessional, ensuring classrooms are adequately staffed, and communicating progress to parents.

In the absence of the full-time paraprofessional, the Substitute Paraprofessional provides classroom assistance to general education or special needs students and to the assigned District/School teacher, who has ultimate responsibility for designing and implementing educational programs, activities and services.

The District/School teacher prepares the lessons, plans the instructional support activities the Substitute Paraprofessional carries out, and evaluates the achievement of the students with whom the Substitute Paraprofessional is working; and the Substitute Paraprofessional works in close and frequent proximity and under the direction and guidance of the supervising District/School teacher(s). Under the guidance of the classroom teacher, the KES Substitute Paraprofessional must:

- a) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- b) Allows all students to use the restroom if and when they request to do so. The KES Substitute Paraprofessional should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.

If a Substitute Paraprofessional is called upon to assist the supervising District/School teacher with students with special needs, a supervising District/School teacher and/or designee must always be present.

UNACCEPTABLE DUTIES/RESPONSIBILITIES:

As a support role, KES Substitute Paraprofessional employees should not:

- Use corporal punishment.
- Have sole supervisory responsibility.
- Prepare lesson plans.
- Develop curricular materials.
- Provide direct instruction in place of a teacher.
- Introduce new content or skills.
- Assign grades to students.
- Touch or be in physical contact with students.
- Give students a final grade and/or determine whether a student should pass or fail.
- Sole responsibility for contact with a parent to discuss a student's IEP, progress or placement decision.
- Serve as substitute teachers.
- Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

For the physical safety of the students and/or the KES Substitute Paraprofessional and to avoid KES being held liable for injuries, the following duties shall not be performed:

- Administering medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Physically move or touch a student.
- Sole supervision of a playground.
- Sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transporting students in a motor vehicle.
- To be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students, and/or assignments without on-site supervision from district/school personnel).

Additionally, KES employees should not be placed on special education/needs assignments that require a KES employee to perform the following duties:

- Administering feeding or breathing tubes.
- Diapering, toileting and/or dressing involving personal undergarments.
- Leading, directing or sole supervision of students for bathroom support/assistance.
- Touching or being in physical contact with students.
- One-on-one contact with special needs students including physical restraint.
- Anything else related to a serious medical impairment.

District/School will use KES Substitute Paraprofessional only in assignments consistent with the job descriptions for which KES places them, will not give duties to a KES Substitute Paraprofessional that KES Substitute Paraprofessional must perform outside of District/School's premises, and will take full responsibility for assignments or duties that differ from the KES Substitute Paraprofessionals' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

I have reviewed and read a copy of the KES Paraprofessional (Substitute) job description. I agree that this job description accurately describes the duties and responsibilities of the KES Substitute Paraprofessional.

I understand that we are to immediately notify KES of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Print Name of School District

Kelly Services, Inc.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____