

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: Paraprofessional

This position is __ exempt or _X_ non-exempt

PRIMARY FUNCTION:

Assists the teacher (general education or special education) by performing assigned duties related to students' instructional objectives and or as outlined in students' education plans (e.g., reinforcing instruction under the direction and supervision of the teacher or building administrator, assembling and preparing instructional materials, and assisting students with transitions during the day.)

MINIMUM QUALIFICATIONS:

Associate's Degree; or higher; or High school diploma or equivalent with additional 90 semester credit hours from accredited institutions; or High School Diploma or equivalent with addition of passing a rigorous test as approved by the Virginia Department of Education for purposes of becoming highly qualified under the No Child Left Behind legislation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge and/or experience related to area of assignment
- Knowledge and practice of computer skills
- Demonstrates initiative and self-direction
- Ability to create and post bulletin board displays
- Ability to type, organize and file materials
- Exhibit flexibility and patience in working with all students, parents and staff
- Skilled in handling varied multiple duties
- Ability to communicate both orally and in writing
- Willingness to serve all students
- Ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior, including outdoor activity areas, gymnasiums, or wherever needed
- Willingness to meet individual student needs (e.g., medical, personal hygiene, behavior)
- Sufficient strength, agility, and dexterity (able to lift 50 pounds unassisted)

GENERAL PERFORMANCE RESPONSIBILITIES:

- Assists teacher under direct instruction in preparing and implementing daily lessons
- Assists teacher in ensuring appropriate student behavior with implementation of behavior management and/or medical management plans
- Maintains confidentiality with regard to student records and information
- Implements or assists in fulfilling students' daily personal health maintenance tasks
- Serves bus, cafeteria, or hall duty
- Performs clerical work related to instructional activities
- Supports the teacher in assembling and preparing instructional materials and in maintaining classroom
- Assists with the production of bulletin boards, exhibits and displays
- Participates in staff development activities related to area of assignment
- Provides student support as indicated in IEP, Section 504 Plan, or other student intervention plans
- Performs other duties as assigned

TERMS OF EMPLOYMENT: 187 days – salary according to unified pay scale for paraprofessionals

REPORTS TO: Building Administrators

EVALUATION: Evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel

APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION AND SUPPORT SERVICES-May 2010

Revised May 2011

