

Richfield Public Schools

Position Title: Instructional Paraprofessional - Elementary
Department / Unit: Building / Department / Program as Assigned
Accountable To: Principal, Department Head or other Certified Staff Member
Date of Latest Revision: September 2023

I. PURPOSE OF THE POSITION

To assist certified staff in the delivery of educational programming. Provide direct support with academics, social-emotional learning, supervision, and personal care of students in an elementary general education program, as assigned.

II. PRIMARY JOB RESPONSIBILITIES

- A. Maintain confidentiality.
- B. Assist teachers with educational activities as aligned with District goals, protocols and training.
- C. Assist in maintaining a safe and supportive educational environment.
- D. Assist in implementing consistent behavior management strategies and procedures, including following student behavior safety plans, and positive behavior intervention plans
- E. Clarify and reinforce teachers' instructions and reinforce skills taught by the teacher.
- F. Chart/graph student performance, as directed/related to student goals and objectives.
- G. Assist students with work completion.
- H. Assist in the implementation and monitoring of students' educational plans.
- I. Prepare and organize instructional materials and equipment.
- J. Assist in meal and snack preparation and clean up, as needed.
- K. Assist in cleaning and sanitizing the classroom environment.
- L. Implement district-approved strategies to maintain/increase appropriate behavior and reduce inappropriate behavior
- M. Follow directions from teachers and administrators.
- N. Maintain satisfactory and harmonious working relationships with students, parents, guardians and colleagues.
- O. Attend work on a prompt and reliable basis.
- P. Participate in professional development.
- Q. Actively support students throughout the day including arrival/dismissal, lunch, recess, and specials.
- R. Actively supervise students throughout the day.
- S. Perform other duties as assigned.

III. QUALIFICATIONS

- A. Minimum Education and Experience
 - 1. Two years of study at an institution of higher education;
 - 2. Minnesota's standard: Minimum of 60 semester credits or the amount required to complete two years of full time enrollment as determined by the institution attended; OR
 - 3. An Associate's (or higher) degree; Minnesota's standard: An AA, AS, AAS (or higher) degree; OR Obtain a score of 460 or higher on MN assessment, ParaPro, measuring math and reading skills.
- B. Knowledge, Skills, Abilities
 - 1. Basic skills in reading, writing and mathematics.

2. Ability to relate to students with warmth, friendliness and understanding.
3. Well-developed oral and written communication skills.
4. Ability to engage, support, and encourage students with special needs.
5. Ability to carry out duties cooperatively with others .
6. Ability to follow health, safety, and emergency procedures.
7. Ability to establish and maintain effective working relationships with all members of the school community.
8. Ability to perform duties consistently with all district requirements and Board of Education policies.
9. Ability to operate computers and related software or to learn computer hardware and software skills.

IV. PHYSICAL DEMANDS

The physical demands are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk or stand. The employee may be required to offer physical assistance with toileting or during adaptive physical education activities. The employee may also be required to physically restrain children, as aligned with NVCi guidelines, set forth by the State of Minnesota.

PHYSICAL DEMANDS

Physical Activity	Occasionally 1% - 32%	Frequently 33% - 65%	Consistently 66%-100%
Mobility (Walking and Standing)			X
Bend/Stoop		X	
Talk			X
Hear			X
Operate Technology Devices	X	X	X
Stationary Position	X		
Balance			X
Lift up to 10 pounds		X	
Lift up to 50 pounds	X		
Manual Dexterity Tasks		X	
Reaching/Pushing/Pulling	X		
Sitting		X	
Carrying (25 ft)	X		
Visual Acuity			X

WORKING CONDITIONS

	Occasionally 1% - 32%	Frequently 33% - 65%	Consistently 66%-100%
Indoors			X
Temperature Extremes (Outdoors)	X		