

Position Description

Role Description

ACADEMIC SUPPORT PARAPROFESSIONAL

QUALIFICATIONS:

1. High School Diploma/Bachelor's Degree preferred.
2. Experience with students with educational disabilities preferred.

REPORTS TO:

1. Building Principal
2. Academic Support Teacher

SUPERVISES:

Not applicable

JOB GOAL:

To assist in providing academic support and related services to non-identified students while working under the supervision of the certified Academic Support Teacher.

PERFORMANCE RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position.

1. Reinforces student development in executive function, time management, and study skills as directed by the Academic Support Teacher.
2. Assists in implementing the gradual release of responsibility model to guide students toward academic independence.
3. Helps students break down complex assignments into manageable tasks to ensure successful project completion.
4. Assists the teacher in preparing and implementing academic accommodations within the general education setting.
5. Under the direction of the teacher, works with small groups of students to reinforce targeted skills.
6. Collects accurate data on individual student progress and behavioral goals as directed by the teacher.
7. Monitors student behavior and maintains the safety of students during support sessions.
8. Communicates regularly with the academic support team and classroom teachers regarding student needs and progress.
9. Assists the Academic Support Teacher with clerical duties, including the preparation of instructional materials, making copies, and lamination.
10. Maintains strict confidentiality regarding all student and program information.
11. Participates in professional development and training as directed by administration.

12. Performs additional duties as assigned by school administration as needed.

TERMS OF EMPLOYMENT:

Days contracted as per Letter of Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Rarely required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Occasionally required |

Hand Manipulation:

- | | |
|----------------------------|-----------------------------------|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Not required |
| 4. Fingering: | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy machine |

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Occasionally required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Rarely required |
| 8. Balancing: | Occasionally required |

Work Surface (s):

Standard teacher desk and chair. Carpeted and tile floors. Grass, pavement for duties outside.

During the Work Day, Employee is Required to:

| | <u>Consecutive Hours</u> | <u>Total Hours</u> |
|-------|--------------------------|------------------------|
| Sit | <u>1</u> 2 3 4 5 6 7 8 | <u>1</u> 2 3 4 5 6 7 8 |
| Stand | <u>1</u> 2 3 4 5 6 7 8 | 1 2 3 4 <u>5</u> 6 7 8 |
| Walk | <u>1</u> 2 3 4 5 6 7 8 | 1 <u>2</u> 3 4 5 6 7 8 |

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- | | |
|---|----------|
| 1. Short demonstration only | — |
| 2. Any beyond short demonstration up to and including 30 days | — |
| 3. 0-90 days | — |
| 4. 91-180 days | — |
| 5. 181 days to 1 year | — |
| 6. 1 to 2 years | — |
| 7. 2 to 4 years | <u>X</u> |
| 8. 4 to 10 years | — |
| 9. Over 10 years | — |

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically able to sit and stand as needed.