



**SOUTHERN YORK COUNTY SCHOOL DISTRICT**  
**JOB DESCRIPTION: PARAPROFESSIONAL**  
*(Regular Education, Special Education, or  
Reading Support)*

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**QUALIFICATIONS:**

1. High school diploma and meets a standard of quality as demonstrated through a local assessment (*CAPE test results must have score of 80% or higher.*), OR
2. High school diploma and completed at least two (2) years of post-secondary study (48 credits), OR
3. Possess an Associate Degree or higher.
4. Minimum of three years successful experience working with children or adolescents (as an employee or volunteer).
5. Computer skills, working knowledge of Microsoft Office Suite, and basic clerical skills.
6. Effective communication skills with adults and children.
7. Alternate qualifications as approved by the Board of School Directors.

**REPORTING AUTHORITY:** Building Principal

**JOB GOALS:** To assist, support, and work closely with teachers, administrators, and other team members in providing a quality instructional program to continuously improve student achievement.

**PERFORMANCE EVALUATION:** The Paraprofessional shall receive an annual evaluation by the building administrator with input from teacher.

**ESSENTIAL FUNCTIONS:**

1. Assists teacher with conducting lessons, managing the classroom and developing materials.
2. Assist teacher in carrying out student's developed Individualized Education Program (IEP) plan, if applicable.
3. Assist in administering and scoring tests.
4. Assist in guiding individual student or a small group of students in enrichment or remedial activities assigned by the teacher.
5. Assist in observing student behavior.
6. Supervise students in classroom, cafeteria, hallways, and during recess, dismissal, and bus duty.
7. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.

8. Maintains a cooperative working relationship with Principal, supervising teacher, students, parents, staff and public.
9. Participates in professional learning activities, which align with school improvement goals. Participates in staff development opportunities provided by the district
10. Performs other job related tasks and responsibilities as assigned.

**POSITION SPECIFICATIONS:****Physical Demands:**

1. Sitting at a table for extended periods.
2. Standing and walking for limited periods.
3. Manual dexterity to manipulate teaching materials and to maintain lesson records while teaching.
4. Lifting or carrying up to 60 pounds.

**Sensory Abilities:**

1. Visual acuity to read printed material and computer screen while observing student behavior.
2. Auditory acuity to hear students, colleagues, and use of telephone.
3. Ability to speak clearly and distinctly.

**Work Environment:**

1. Instructional areas appropriate for work with individuals, small, and large groups.

**Temperament:**

1. Sensitive to student needs and responds in an appropriate manner.
2. Ability to work with difficult students, parents, and fellow professionals
3. Must be courteous, cooperative, congenial, service-oriented, and able to work effectively with others.
4. Must be adept at encouraging student independence.
5. Appreciates and respects the social, ethnic and cultural diversity of the student population served.
6. Understands the need for students to become self-extending learners.
7. Shows a willingness to learn strategies to use in assisting and empowering students.

**Cognitive Ability:**

1. Must be able to follow both written and verbal directions and give directions to others.
2. Must be able to organize work setting to efficiently accomplish tasks.
3. Must be able to work independently and make work-related decisions.
4. Ability to exercise good judgment in prioritizing tasks and directing students.
5. Ability to observe and respond to student behavior with flexibility.

6. Ability to incorporate effective student prompts into daily lessons.
7. Ability to communicate clearly and efficiently with others.

**Specific Skills:**

1. Patience and self-control needed to work with all students.
2. Ability to handle confidential information.
3. Ability to work in a collegial manner.
4. Ability to respond with flexibility to change.

**Licenses and Clearances:**

1. Valid driver's license.
2. Criminal history, child abuse, FBI and health clearances as required by law.

**Other Duties**

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

**TERMS OF EMPLOYMENT:** Salary, benefits, and other terms and conditions of employment as established by the negotiated agreement between Southern York Educational Support Association and the Board of Education.

**SALARY/BENEFITS:** Salary to be established by the Board of Education.

Teacher Aide adopted by the Board of Directors on: April 21, 1983.

Instructional Assistant/Reading Support approved by Board of Directors on: May 16, 2002.

Paraprofessional consolidated and updated above descriptions and approved by Board of Directors on: 8/20/2020