



Thompson School District Classified Job Description

Job Title: Paraprofessional – Instruction **FINAL**
Prepared Date: March 2017
Work Year: 177 Days
Department: Learning Services
Reports To: Principal
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: Assist certified staff in planning and carrying out Individual Education Plans (IEP)/Individual Learning Plan (ILP) goals and programs. Provide academic support/assistance to students without an IEP/ILP.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under direction of certified staff, teach academic, physical, language, and social and emotional skills in small and large groups in order to meet IEP/ILP, academic, and well-being goals in accordance with federal, state, district, and program rules and regulations.
- Provide one on one instruction for students requiring academic, social, and emotional help.
- Provide instructional support in the media center
- Communicate and collaborate with certified staff regarding student needs and progress.
- Assist certified staff by preparing learning tools and materials for students and for the classroom. May assist with clerical duties such as data entry, copying, filing, etc.
- Attend staff meetings and professional training related to duties of paraprofessional positions as assigned by the Learning Services Department or school principal.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Basic math, writing
- Basic knowledge of personal computer and Microsoft applications
- Ability to handle flexible work hours
- Ability to maintain and assure confidentiality and promote trust among students, families and school personnel.
- Must possess good communication skills including the ability to use e-mail, voicemail, and other technical applications to bridge communication between families and schools.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises students. Spends up to 75% of time supervising students. Acts as a resource for teacher by assisting with classroom activities and reinforcing curriculum.

EDUCATION/TRAINING/EXPERIENCE:

High school diploma or equivalent. 0– 2 years experience in working with children. Experience working in a classroom environment preferred. Equivalent combination of education and experience accepted.

CERTIFICATES, LICENSES, & REGISTRATIONS:

CPR and First Aide certifications desirable.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.
- Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.