



TOPPENISH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Paraprofessional (Academic & Non-Academic Support)

TITLE OF IMMEDIATE SUPERVISOR: Principal/Supervisor

WORK DAYS: As Assigned

HOURS PER DAY: 7 Hours Unless Indicated Otherwise

DEFINITION OF POSITION:

As a paraprofessional, you will work closely with teachers, staff, and students to implement behavior intervention strategies and support students in managing their emotions, behavior, and social interactions effectively. You will play a critical role in supporting students' emotional and behavioral development, contributing to a positive and nurturing school environment that fosters academic success and personal growth. If you are passionate about making a positive impact on the lives of young learners and promoting a safe and inclusive school community, we invite you to apply for this rewarding position.

ESSENTIAL JOB FUNCTIONS:

- Support the implementation of behavior intervention plans designed to address individual student needs. This includes providing support in the classroom and during structured activities to ensure a safe and nurturing learning environment.
- Student Assistance: Offer individualized support to students who may require additional help in managing behavior, emotions, or social interactions. Work closely with students to help them develop appropriate coping strategies and communication skills.
- Classroom or Academic Support: Assist teachers in maintaining a well-organized and structured classroom environment that promotes positive behavior and engagement. Help reinforce positive behaviors and provide redirection when necessary.
- Conflict Resolution: Mediate and de-escalate conflicts when they arise, promoting constructive communication and conflict resolution skills among the students.
- Data Collection: Accurately record and maintain data related to student behavior and progress in behavior intervention plans. Collaborate with school staff to analyze data and make necessary adjustments to support student success.
- Communication: Maintain open and effective communication with teachers, administrators, parents, and other stakeholders to ensure a unified.
- Inclusive Environment: Work to foster an inclusive and supportive school culture where every student feels valued and respected.
- Crisis Intervention: Be prepared to respond to crisis situations in a calm and composed manner, following school protocols for crisis management and student safety.
- Professional Development: Participate in ongoing training and professional development opportunities to enhance your skills in behavior management and intervention strategies.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.

- Assists teacher with parent contact as requested to foster effective and participatory parent involvement in student education.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.

ADDITIONAL DUTIES:

- Assist guidance, pupil services staff or building administration, as needed.
- Perform any other related duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

QUALIFICATIONS:

- High School Diploma or GED and two years of study at an institution of higher education or an Associate's Degree (or higher) or equivalent or completion and passage of a state or local academic assessment such as the Educational Testing Service (ETS) ParaPro Assessment as documented by official ETS ParaPro Assessment Test Score Report. Score must be 455 or higher.
- Willingness to participate in training activities as required by OSPI for the Fundamental Course of Study (5 standards of practice for paraprofessionals/paraeducators) provided by the Toppenish School District.
- Effective speaking, reading, writing, spelling, and math skills.
- Must possess basic computer skills.
- Must possess effective student supervision and management skills with a willingness to enforce school rules.
- Ability to work effectively in a positive manner with staff, students and families from a diverse cultural, economic and social background.
- Prior experience working with children in a school setting – **Preferred**
- Must complete and pass background check through Washington State Patrol and FBI.
- Bilingual (English/Spanish) – **Preferred**
- **Vision**: Ability to read small print and view a computer screen for prolonged periods.
- **Hearing**: Ability to tolerate exposure to noisy conditions.
- **Speech**: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.
- **Upper Body Mobility**: Upper Body Mobility required to sufficiently assist students with disabilities with physical needs, healthcare procedures, and assistive technology devices.
- **Environmental Requirements**: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
- Must be able to occasionally lift up to approximately 15 pounds, squat, kneel and bend frequently & for prolonged periods of time.
- Some specific skills may be required of certain paraprofessional positions.
- Other duties as assigned.