



TOPPENISH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Paraprofessional

TITLE OF IMMEDIATE SUPERVISOR: Principal/Supervisor

WORK DAYS: As Assigned

HOURS PER DAY: 6 Hours Unless Indicated Otherwise

DEFINITION OF POSITION:

Assists the teacher in achieving supplemental instructional objectives by working with individual students or small groups. Assists the teacher in providing a safe environment in which students take full advantage of the instructional program and available resource materials. Under general supervision, the paraprofessional will be required to work cooperatively with district personnel and students and must meet and interact with the public in a manner that represents the school district favorably.

TYPICAL WORK:

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on individual student needs, interests, and abilities.
3. Operates and cares for equipment or instructional materials assigned by teacher.
4. Prepare the classroom to promote a healthy and safe learning environment.
5. Ensure classroom safety guidelines are met at all times.
6. Utilize various techniques to be successful with managing students.
7. Engage with children to enhance and encourage learning.
8. Provide basic caregiving duties, support, and encouragement in all aspects of development.
9. Monitor the classroom and minimize distractions and disruptions.
10. Required to have prompt regular attendance.
11. Distributes and collects food, supplies, workbooks, papers and equipment including technology for supplemental instruction.

12. Guides independent study, enrichment work and remedial work set up and assigned by the teacher for the purpose of supplemental instruction.
13. Assists with the supervision of students during lunch periods, emergency drills, assemblies, play periods, field trips, and bus arrival and departure as assigned.
14. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for students.
15. Assists with such large group activities as drill work, reading aloud and storytelling.
16. Alerts the teacher to any problem or special information about an individual student.
17. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
18. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certificated staff.
19. Participates in in-service training programs as assigned.
20. Uphold TSD Board Policies, follow administrative procedures, maintains professional boundaries and enforce school rules.
21. Performs other appropriate duties as assigned.

MINIMUM 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.
- **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.
- Speaks, reads, and writes English and Spanish, if required.
- Demonstrates previous experience working with children.
- 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.
- Be certified in fundamental course of study or obtain by June 30th of their 1st year of employment.