

**Hutchinson Public Schools
Job Description**

Job Title: Paraprofessional Instructional
Department: Special Education/Educational Aid
Reports To: Classroom Instructor/Building Principal
FLSA Status: Nonexempt
Prepared By: Human Resources
Prepared Date: January 15, 2002
Approved By: Board of Education, June 24, 2002

SUMMARY

Performs any combination of following instructional tasks in classroom to assist teaching staff of public or private elementary or secondary school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned:

- Discusses assigned teaching area with classroom teacher to coordinate and schedule individual student instructional efforts.
- Performs clerical, filing, attendance, ordering of supplies and duties for the classroom teacher.
- Maintains an attractive, clean and inviting classroom atmosphere.
- Properly maintains all equipment and materials.
- Observe, record, and report student behavior.
- Monitor student progress.
- Use appropriate behavior management techniques to maintain a positive climate for learning.
- Motivate students through effective communication and evaluative feedback.
- Set high expectations for student achievement and behavior.
- Demonstrate effective interpersonal relationships with others.
- Assist in providing for the special physical needs of students.
- Escort/transport students to and from various school facilities and areas.
- Prepare instructional materials and supplies for use.
- Work effectively with students, teachers, parents, community agencies and other groups.
- Adhere to required program guidelines as defined by the Kansas Plan for Special Education.
- See that district policies are observed during all activities.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district and cooperative health and safety policies, including all precautions of the Blood-borne Pathogens.
- Exposure Control Plan.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Special Education paraprofessionals may assist the classroom teachers and students in the IEP process.
- May confer with teaching staff, building teams and parents on progress of students when performed in conjunction with their assigned classroom instructor.
- Assists in the instruction and supervision of students.
- Escort/transport students to and from various school facilities and areas.
- Maintains confidentiality of student and instructional information.

SUPERVISORY RESPONSIBILITIES

None.

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.

EDUCATION

Associate's degree (A.A.) or equivalent from two-year college or 48 college hours as required by the "No Child Left Behind Act".

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: _____ Date: _____

Printed Name: _____