

## **PARAPROFESSIONAL**

### **Purpose Statement**

To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

### **Essential Functions**

- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Keeps bulletin board and other classroom learning displays up to date.
- Assists with such large group activities as drill work, reading aloud, and story telling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Assists students in the library or media center
- Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
- Checks and records student attendance.
- Collects and records collection of money.
- Helps students with their clothing.
- Assists with lunch, snack and cleanup routines.
- Assists with wash-up and toilet routines.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.
- Participates in in-service training programs as assigned.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; use of technology; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific

knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices; computer and Internet operations; office equipment/software; and instructional media/equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability- based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; dealing with frequent interruptions; and adaptability/flexibility.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting up to 50 lbs, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere. Must be able to work in noisy and sometimes crowded environments. There may be occasional exposure to blood, bodily fluids, and tissue; occasional interaction among unruly children.

**Reports To** Classroom Teacher and Building Principal

**Supervises** Students as assigned

**Education** Complete 48 hours at an institution of higher education, **or**  
Obtain an associate's, or higher, degree, **or**  
High School diploma or equivalent **and** Pass a State approved assessment

**Qualifications** Must be able to read, write and comprehend written and oral instructions

**Experience** Job related experience preferred

**Terms** School year work schedule. Salary determined by current salary schedule

**FLSA Status** Non-Exempt

**Evaluation** Performance evaluation done by Building Principal and Classroom Teacher

### **Continuing Education/Training**

Annual Training Videos

### **Certificates & Licenses**

### **Clearances**

Background Check  
Pre-employment Physical  
TB Test