



## **WARREN COUNTY R-III SCHOOL DISTRICT JOB DESCRIPTION**

<b>Position Title:</b>	<b>Paraprofessional</b>
<b>Reports to:</b>	Building Principal
<b>Classification:</b>	Classified Staff
<b>FLSA Status:</b>	Non-exempt
<b>Terms of Employment:</b>	Coincides with the number of student attendance days. Salary and work year to be established by the Board of Education.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.
<b>Compensation:</b>	According to the appropriate Classified Staff salary schedule

### **JOB SUMMARY:**

To assist in providing an appropriate well organized program for special education students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists teacher in:
  - a. Maintaining classroom organization
  - b. Managing students
  - c. Preparing teaching materials
  - d. Reinforcing previously taught materials as described by teacher
  - e. Implementing policies, rules and/or regulations.
2. Adheres to district policies and departmental, building and classroom procedures.
3. Takes all necessary and reasonable precautions to protect students.
4. Maintains confidentiality of information about students.
5. Performs clerical responsibilities as assigned by the teacher.
6. Meets or escorts students at designated times.
7. Performs other appropriate duties as assigned by the teacher.
8. Paraprofessionals assigned to individual students will meet the needs of the student as outlined in the I.E.P.
9. Other related duties as assigned by the Administration.

### **SUPERVISORY RESPONSIBILITIES:**

This position does not require supervisory responsibilities.

### **QUALIFICATION REQUIREMENTS:**

*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 AND/OR EXPERIENCE:**

1. High School Diploma
2. Sub Certificate or Praxis Test
3. Experience with young people.
4. Prior experience in a school setting is desired.
5. Experience with educational applications (i.e., copying machine and computer skills) is desired.

**COMMUNICATION SKILLS:**

1. Must have the ability to communicate and interact effectively.
2. Ability to present information in a group setting.

**MATHEMATICAL SKILLS:**

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.

**REASONING ABILITY:**

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
2. Ability to solve problems and effectively manage time for efficient operations.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

**OTHER SKILLS AND ABILITIES:**

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties**

**are performed by the individuals currently holding this position and additional duties may be assigned.**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.**

Paraprofessional

Revised: 6/12/17

Adopted: