

Job Description

Position Title: Office Paraprofessional

Location: Sheyenne High School

Department: Paraprofessionals

Reports To: Building-level Principal and Administrative Assistant

Term: 182-day position following school year calendar

Schedule: Mon-Fri Full-time (7.5 hours/day)

Salary: Position follows the [Classified Salary Schedule 2025-2026](#) at A130. Starting salary begins at \$17.50-\$19.70/hour, based on experience.

Date of last review: July 2025

SUMMARY: The Office Paraprofessional supports the administrative assistant and building administrators, staff, learners, parents/guardians, and the wider school community by performing district procedures, policies, and systems.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Assists in supervising learners before & after school, during recess, and at lunchtime.
- Assists visitors to the building office including learners, parents/guardians, and substitute educators/paraprofessionals.
- Partners with other school staff to ensure efficient and effective functioning of the school.
- Assists with registering new learners through data entry, gathering documentation, and ensuring completeness.
- Develops positive working relationships with staff, learners, colleagues, parents/guardians, and the wider school community.

Communication:

- Answers telephone calls and provides information and assistance to callers.
- Maintains learner attendance records for applicable audiences and follow up actions.
- Prepares, copies, and distributes notices, memoranda, or other correspondence for the purpose of informing school employees regarding activities, events, or other work-related matters.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

- Responds to inquiries from learners, parents/guardians, parents, and wider district staff by providing information, facilitating communication amongst involved parties, and providing direction, as necessary.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Assists with preparation of displays and bulletin boards.
- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Assists in maintaining documents, files, and records for the purpose of providing up to date references and audit trails for compliance purposes.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Assists in maintaining inventory of supplies and materials.
- Distributes incoming mail appropriately and sends outgoing mail.
- Provides basic school health/nursing support when the nurse is assisting other learners or is offsite.
- Dispenses medication to learners, following the Medication Administration protocol.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment 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 essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED).
- Experience working with computers and programs such as Office 365, PowerSchool, Outlook, and Excel is preferred.
- Prior office experience preferred.
- Prior experience as an administrative assistant is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- This role has no direct reports.