

# Paraprofessional

Dept/Div: Teaching and Learning/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate human support work providing alternative education and basic skills instructional services to students in general instruction or in a specialized subject or assigned group of subjects, motivating students to develop skill in assigned subject matters while supporting appropriate conduct, speech and attire, and related work as apparent or assigned. Work is performed under the limited supervision of the Teacher.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Provides supplemental instruction for students; encourages and motivates students to complete assignments.  
Assists Teacher(s) in performing specific duties as assigned, or undertaking specialized tasks.  
Works with individuals or small groups reinforcing material introduced by the Teacher.  
Completes required records and forms under the supervision of the Teacher.  
Assists with group activities.  
Guides independent study and other work assigned by the Teacher.  
Monitors student behavior and advises Teacher on student issues.  
Interprets needs for attendance issues, teacher concerns about students and parent questions.  
Participates in meetings, in-service training programs and workshops as required.  
Assists the Teacher in setting up and tearing down classroom before and after special events.  
Performs other duties as assigned.

## Knowledge, Skills and Abilities

General knowledge of the practices, methods and techniques used in the teaching of special education population; thorough skill in the use of classroom and instructional equipment; ability to maintain files and information; ability to deal effectively with special students and teachers; ability to establish and maintain effective working relationships with students, teachers, parents, associates, administration and the general public.

## Education and Experience

High school diploma or GED and minimal experience working with school aged children, or equivalent combination of education and experience. Associates/Technical degree preferred.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing and speaking or hearing, frequently requires walking and stooping, kneeling, crouching or crawling and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Must hold AA/AS degree, completed 60 semester credits, approved competency portfolio or pass MN Parapro test

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Last Revised: 7/1/2010