Paraprofessional
(General Education Paraprofessional, Special Education Paraprofessional, Secretary Paraprofessional, Title I Paraprofessional, PK Paraprofessional, ECSE Paraprofessional)

Williston School District #7

Job Title: Paraprofessional
FLSA: Non-Exempt
Reports to: Building Principal and/or Certified Teachers

Job Summary:
Assists students by performing the following duties, under the supervision of the teacher/principal.

Essential Duties and Responsibilities (may include some, or all of the following):

- Prompt and reliable attendance is an essential job function.
- Discuss assigned teaching area with classroom teacher to coordinate instructional efforts.
- Assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts and/or other needs.
- Provide general supervision duties of all students during recess, noon hour/lunch, and other times as specified by building principal.
- Assist certified teacher(s) in preparation of lesson outline and routine tasks, e.g. copying materials, bulletin boards, storage of materials, developing classroom teaching aides.
- Implement behavioral management techniques according to student's instructional plan and teacher direction.
- Maintain confidentiality and a need-to know policy with regard to student information.
- Provide appropriate documentation of incidents or injuries to immediate supervisor.
- Attend Professional Development as may be required by administration.
- Accompany children to classes, lunchrooms, treatment rooms, and other areas of building.
- Recognize signs of health-related emergency needs and act in a timely fashion. When necessary, perform CPR/ first aid/ use an Epipen/AED.
- Secure children in equipment, such as chairs, slings, or stretchers, and place or hoist children into baths or pools.
- Help children to walk, board buses, put on prosthetic appliances, eat, dress, and perform other physical activities as their needs require.
- Answer telephone to provide information, take messages, or transfer calls.
- Greet visitors at school; determine the nature of business, and direct visitors to their destination.
- Take attendance and hot lunch counts.
- Talk with students encountering problems and resolve problems, or direct students to another employee, e.g. counselor.
- Assist with safety procedures, e.g. fire drills.
- Check in and distribute mail for staff.
- May be required to dispense first aid and/or medications to students. Assist with lice checks.
- Observe safety and security procedures; report potentially unsafe conditions.
- Other duties as assigned by the supervisor.

Supervisory Responsibilities:
This position does not supervise employees. Under the direction of a teacher or administrator, the paraprofessional provides supervision and support to individual students or small groups and may monitor students in classrooms, hallways, cafeterias, playgrounds, buses, and other educational settings. The employee is responsible for promoting student safety and implementing behavioral, academic, and personal care support as directed.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS:
Ability to identify and resolve problems in a timely manner. Ability to communicate well with others. Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed. Ability to follow policies and procedures. Ability to prioritize and plan work activities and use time efficiently. Ability to approach others in a tactful manner. Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals. Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information. Ability to meet challenges with resourcefulness and generate suggestions for improving work.

TECHNOLOGY SKILLS:
Should be proficient in Microsoft Office Suite.

EDUCATION and/or EXPERIENCE:
High School Diploma or GED equivalent.

If employed in a Title I School: Must obtain Title I Paraprofessional Certificate through ND DPI within their first 30 days of start date. Paraprofessionals without this required certificate may not provide instructional services to students until the certification requirement has been met.

If not employed in a Title I School: Must obtain Title I Paraprofessional Certificate through ND DPI within 1 calendar year of start date.

Special Education Paraprofessionals must also obtain their Special Education Paraprofessional Certificate through ND DPI within 1 calendar year of hire date.

Failure to comply may result in disciplinary actions, up to and including reassignment or termination.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit, use hands, read, see and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. This position is performed primarily in a school setting and requires regular interaction with students, staff, parents, and the public. The employee may work in classrooms, hallways, cafeterias, playgrounds, and other school-related environments.

The position requires the ability to supervise and assist students with varying academic, behavioral, social, emotional, and physical needs. The employee may occasionally be exposed to disruptive behavior, bodily fluids, communicable illnesses, and outdoor weather conditions while supervising students. Noise levels may vary from quiet classroom settings to moderate or loud during assemblies, recess, lunch periods, and other student activities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

TERMS OF EMPLOYMENT:
191-day calendar

_____
Employee Printed Name

_____ _____
Employee Signature **Date**