

Job Title:	PARAPROFESSIONAL
Department:	Student Services
Reports to:	Special Education Teacher, Principal, Director of Special Services
Classification:	Non-exempt / Support Staff
Employment:	9 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

Paraprofessionals assist the classroom teacher with delivery of instructional services to students. A personal aide also provides non-instructional services to students necessary for the student to access the district's facilities and programs. These services may include ambulatory, eating and toileting assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Displays an understanding of district curriculum
2. Maintains appropriate knowledge of subject matter contained in each discipline
3. Employs a variety of teaching techniques appropriate to the functioning level of students and the instructional objectives demonstrated by the teacher
4. Provides opportunities for students to experience success in instructional activities
5. Promotes maximum student involvement in instructional activities
6. Incorporates instructional prescriptions for remediation and/or enrichment
7. Provides input in selecting activities appropriate to the abilities, needs and interests of the students
8. Assists in the organization and preparation of appropriate instructional materials
9. Assists in maintaining the classroom in a functional, attractive and orderly environment conducive to student learning (i.e. bulletin boards, displays, posters, etc.)
10. Provides students with timely written or verbal feedback
11. Provides teacher with feedback on student performance.
12. Assists students with evaluating their own performance.
13. Assists the teacher in maintaining student progress reports
14. Maintains accurate records such as grades, attendance, etc.
15. Reproduces materials for learning activities
16. Assists in preparation/dissemination of correspondence
17. Assists the teacher in evaluating student work (i.e., tests, quizzes, etc.)
18. Assists the teacher in obtaining and using audio-visual equipment
19. Demonstrates appropriate motivational techniques
20. Enforces behavioral expectations as directed by the classroom teacher
20. Demonstrates effective techniques to maintain appropriate behavior
21. Communicates information to the teacher regarding student behavior
22. Manages discipline problems in accordance with administrative, regulations, school board policies

- and legal requirements
23. Participates in the appropriate number of hours of professional development as outlined on the Paraprofessional In-Service Record.
 24. Maintains confidential nature of all school-related matters.
 25. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

Assists assigned Teacher with supervision of students at all times.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

A minimum of a high school diploma, equivalent (GED), with at least 60 college hours preferred. Demonstrated aptitude for successfully performing task of the kind listed above. Must have the ability to deal pleasantly with staff, students and the public. Such alternatives to the above qualifications as the board may find appropriate and acceptable. Must have the ability to lift at least fifty (50) pounds as an essential job requirement.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:
Read and comprehend simple written and oral instructions, short correspondence and memos
Write short correspondence and memos
Communicate one on one and in small groups

Computation

[enter here] *Math skills. Include proficiency expected.*

Reasoning

An individual who holds this position must have the ability to:
Understand and follow verbal and written instructions
Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

PHYSICAL DEMANDS

The physical demands 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 essential functions.

Physical Requirements

An individual who holds this position:
Is frequently required to stand, stoop, bend and kneel
May have to use therapeutic restraint
Will regularly lift students
Must have both close and distance vision

Hours / Attendance / Travel

Consistent and regular attendance is an essential function of this position.
7 hours per day, Monday through Friday (days of student attendance), Beginning and ending time set by supervisor.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.