

## **Job Description**

Title: Paraprofessional

### Qualifications:

1. Must be able to work with and have an interest in children
2. Must have a high school diploma or equivalency
3. Must have basic computer skills
4. Must have
  - an associate's degree or higher or
  - 48 college semester credits or
  - a combination of district-provided inservice credits to equal 48 college semester credits or
  - show proficiency on a district-approved paraprofessional assessment

Reports To: Teacher and building principal

### Terms of Employment:

The work year will be the days school is in session with the salary and fringe benefits to be established by the Board. The work week will be a maximum of 35 hours.

### Job Goal:

To assist in providing a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

### Duties and Responsibilities:

1. Clerical - Clerical duties may include some of the following: taking attendance, filing, keeping routine records, collecting funds, correcting tests, recording grades, making bulletin boards, typing tests, making and assembling teaching materials, operating copy machines, or other duties as assigned.
2. Instructional - Under direct supervision of the teachers, working with individuals or small groups, reading to children, listening to students read or other duties as assigned.
3. Student Supervision - Supervising playground, lunchroom, halls during passing time, assists with the supervision of students during emergency drills, assemblies and field trips or other duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of support staff.

Revised: May 15, 2003