

Paraprofessional

FLSA Status: Non-Exempt

Created: Dec. 2005

Last Revised: September, 2016

DEFINITION: Under general supervision of a licensed professional, perform a variety of paraprofessional duties related to classroom instruction for the purpose of assisting with tutoring and monitoring of students.

RESPONSIBLE TO: Building Principal/ Supervising Teacher(s)

TERMS OF EMPLOYMENT: 180 days per year (five day school week) / 144 days per year (four day school week)

PAY RATE: Refer to
Classified Salary Schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Determine from teacher direction and evaluation of student work, the concepts that need to be the focus of tutorial sessions.
2. Assist IEP students
3. Conduct tutorial sessions.
4. Support students in every stage of the learning process.
5. Tutor students in reading in order to understand a variety of materials.
6. Assist professional in taking attendance, correcting papers, and presenting instructional materials, maintaining discipline, and encouraging acceptable behavior.
7. Enforce school rules, regulations, and safety standards as prescribed.
8. Contribute to reports on student progress, behavior, and performance.
9. Assist students with daily assigned activities.
10. Supervise students in halls, cafeteria, gym, and playground.
11. Accompany the teacher and students on classroom trips and activities.
12. Safeguard confidential information
13. Adhere to all district policies. (i.e. Bloodborne Pathogens, Illegal Harassment, Sexual Harassment, etc)
14. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, open houses, etc.
15. Administer first aid and/or CPR as necessary.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).*

Knowledge of:

- Instructional techniques and strategies;
- Microsoft Office, Google Docs, email, basic computer skills
- Basic mathematics and correct English usage to include spelling, grammar, and punctuation; and
- Student behavior and characteristics.

Skills to:

- Operate office equipment, computers, and other equipment to prepare learning materials and resources; and
- Work cooperatively with employees, students, parents/guardians, and the public.
- Adapt to differing teachers' requirements and environments in assignment.

Ability to:

- Effectively tutor students;
- Multi-task and determine priorities;
- Interpret and apply oral and written instruction
- Assist in providing for special physical and educational needs of students: Assist in implementation and achievement of IEP objectives:
- Assist in implementation and achievement of IEP objectives. Demonstrate effective interpersonal relationships with others: and
- Perform other duties as assigned.

Required Certifications and Licenses:

Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.

Bloodborne Pathogen and Universal Precaution Training

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Possession of a high school diploma or its equivalent **and** one of the following requirements:

- (a) completed at least 48 semester hours of credit at an accredited college or university; or
- (b) obtained an Associate Degree or higher from an accredited college or university; or
- (c) passing score on the PRAXIS PARAPRO Test

Physical and Mental/Intellectual requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 100 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

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