

9.11.01 PARAPROFESSIONAL

Reports To: Assigned Teacher and/or Principal

Dept/Campus: Assigned Campus and Level

Wage/Hour Status: Nonexempt

Length of Contract: 183

PRIMARY PURPOSE:

Assist the teacher in the preparation and management of classroom activities and administrative requirements. Work under the supervision of a certified teacher.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

A minimum of 60 college hours, or pass Praxis paraprofessional exam (minimal 457)

Special Knowledge/Skills:

Ability to work well with children

Knowledge of general office equipment

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Ability to follow verbal and written instructions

Patient and calm demeanor with students and others

Basic academic skills

Experience:

Some experience working with children in an instructional setting

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.

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Paraprofessional

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4. Assist the teacher in preparing instructional materials, classroom displays, and instructional activities.
5. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
6. Assist with the administration and scoring of objective testing instruments or work assignments.
7. Assist in supervising students throughout the school day, both inside and outside the classroom, including cafeteria, bus duty, and playground.
8. Keep the teacher informed of any special needs or problems of individual students.
9. Assist in maintaining a neat and orderly classroom.
10. Assist in inventory, care, and maintenance of equipment.
11. Assist the teacher in keeping administrative records and preparing required reports.
12. Participate in staff development training programs, faculty meetings, and special events, as needed.
13. Provide orientation and assistance to substitute teachers.
14. Assist teachers in the use of technology to enhance student learning.
15. Uphold and enforce school rules, administrative regulations, and state and local board policy.
16. Present for students a positive role model that supports the school climate and mission of the school district.
17. Effectively communicate with colleagues, students, and parents.
18. Demonstrate behavior that is professional, ethical, and responsible.
19. Other duties as assigned.

EQUIPMENT USED:

Copier, typewriter, audiovisual equipment, and computer

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WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

Physical Demands:

Frequent standing; stooping; bending; kneeling; pushing and pulling

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date