

JOB DESCRIPTION – PARAPROFESSIONAL

JOB TITLE: Paraprofessional
DEPARTMENT: Regular Education
REPORTS TO: Principal
WORKERS SUPERVISED: None

Position Summary: Perform duties that support instruction or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs or services.

Qualifications:

Education: High School Graduate or General Education Degree (GED)
Certificates & Licenses: DPI Special Education Aide License 883 may be preferred.
Experience: None
AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS STATEMENTS

1. Provide extra assistance to students, such as non-English speaking students or those with academic difficulties.
2. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
3. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
4. Observe students' performance, and record relevant data to assess progress.
5. Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
6. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
7. Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
8. Distribute and organize teaching materials such as textbooks, workbooks, papers, and pencils to students.

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9. Use computers, audio-visual aids, and other equipment and materials to supplements presentations.
10. Carry out therapeutic regimens such as behavior modification and personal development programs.
11. Assist in bus loading and unloading.
12. Assist students with hardware and software use.
13. Other duties as assigned by supervising teacher.

ESSENTIAL REQUIREMENTS:

1. Patience – Ability to act calmly under stress and strain.
2. Adaptability – Ability to adapt to change in the workplace.
3. Responsible – Ability to be held accountable or answerable for one’s conduct.
4. Communication, Oral – Ability to communicate effectively with others using the spoken word.
5. Interpersonal – Ability to get along well with a variety of personalities and individuals.

PHYSICAL DEMANDS:

| Physical Demands | | Lift/Carry | |
|-------------------------|--|-------------------|-------------------|
| Stand | F(Frequently) | 10 lbs. or less | N(Not Applicable) |
| Walk | F(Frequently) | 11-20 lbs. | N(Not Applicable) |
| Sit | F(Frequently) | 21-50 lbs. | O(Occasionally) |
| Handling/Fingering | N(Not Applicable) | 51-100 lbs. | N(Not Applicable) |
| Reach Outward | F(Frequently) | Over 100 lbs. | N(Not Applicable) |
| Reach Above Shoulder | F(Frequently) | Push/Pull | |
| Climb | N(Not Applicable) | 12 lbs. or less | N(Not Applicable) |
| Crawl | N(Not Applicable) | 13-25 lbs. | N(Not Applicable) |
| Squat or Kneel | N(Not Applicable) | 26-40 lbs. | O(Occasionally) |
| Bend | O(Occasionally) | 41-100 lbs. | O(Occasionally) |
| N(Not Applicable) | Activity is not applicable to this occupation | | |
| O(Occasionally) | Occupation requires this activity up to 33% of the time (0-2.5+hrs/day) | | |
| F(Frequently) | Occupation requires this activity from 33%-66% of the time (2.5-5.5+hrs/day) | | |
| C(Constantly) | Occupation requires this activity more than 66% of the time (5.5+hrs/day) | | |

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Administrator

Date