

PARAPROFESSIONAL/PARAPRO

JD LOCATOR: 5.01.1

Adopted: _____
Revised: 9/00, 7/04, 8/09

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| REPORTS TO: | Teacher/Principal |
| CLASSIFICATION: | Classified |
| FLSA STATUS: | Non-Exempt |
| TERMS OF EMPLOYMENT: | Salary and work year as reviewed and established annually by the Board of Education |
| EVALUATION: | Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. |

JOB SUMMARY

Assists a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assists in the preparation of instructional materials and implementation of lesson plans; and provides routine support. Performs all duties under the direct supervision of a certified teacher.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

Instructional Process

1. Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
2. Under supervision of certified teacher, prepares for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
3. Assists students in completing classroom assignments, homework, and projects; assures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
4. Reads to students, listens to students read, and observes student reading abilities as assigned; assists students with letter and word pronunciation and recognition; assists students with math, spelling, and writing exercises and assignments.
5. Assists assigned teacher with the implementation of lesson plans; administers various tests as directed; prepares mandated reports and documentation as required.

Additional Duties Exclusive to Paraprofessional:

6. Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practice, and assignments in various subjects; confers with the teacher concerning lesson plans and materials to meet student needs; assists with the implementation of lesson plans.

Classroom Management

1. Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating, and filing instructional materials; grades student tests and assignments; recording of grades and attendance; lunch reports; and maintaining student records and files as assigned.
2. Operates and cares for instructional equipment and materials, as assigned by the teacher. This includes preparing the room for the activity, obtaining the required material and equipment, operation of the equipment, and the return of all materials and equipment to storage.
3. Assists the certified teacher with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, field trips, hallways, playground, and during bus loading/unloading activities.
4. Assists students with clothing, wash-up, and toilet routines, including diapering if necessary.

5. Assists with lunch, snacks, and other clean-up duties as assigned.
6. Assures the health and safety of students by following established practices and procedures; maintains the learning environment in a safe, orderly, and clean manner.

Additional Duties Exclusive to Paraprofessional:

7. Observes and controls behavior of students in the classroom according to approved procedures; monitors students during outdoor activities as directed; become familiar with student IEP goals and reports progress regarding student performance and behavior to supervising teacher.

Interpersonal Relationships

1. Demonstrates effective and appropriate interpersonal relationships with students, educational staff, and parents/patrons.
2. Respects the confidentiality of information regarding students and is discreet in dealing with parents and educational personnel.

Professional Responsibilities

1. Participates in professional growth activities.
2. Participates in inservice training programs.
3. Follows the communicated policies and procedures of the school district.
4. Demonstrates professional responsibility and ethical behavior.

Additional Duties Exclusive to Paraprofessional:

5. Assumes responsibilities outside the classroom.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. A minimum of 60 college hours or Missouri ParaPro Certificate
2. Demonstrates aptitude for the work to be performed
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Flexibility and willingness to perform a variety of tasks.

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 the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

 Employee's Signature

 Date

 Supervisor's Signature

 Date