

Job Title:	<b>PARAPROFESSIONAL I</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Assists in strengthening learning experiences for students in assigned areas of study, under the supervision of a certified teacher, administrator and other team member; perform a variety of clerical, supportive and student supervisory tasks.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Works with students on a one-to-one or small group basis as assigned by principal.
- Assists assigned students by working in the regular classroom under classroom teacher’s direction
- Sets and works toward goals established with supervising teacher.
- Supervises students during classroom activities, in library, on field trips, at lunch and recess.
- Maintains discipline in the absence of the teacher.
- Performs clerical duties, such as filing, typing, receives and places telephone calls and recorded messages, greets and assists visitor’s, duplicates materials or recording student data.
- Operates a variety of instructional media, office machines and equipment; demonstrates willingness to learn equipment as needed.
- Completes versatile duties such as: playground, bus, lunch duty, crossing guard etc., as directed by the school principal.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to provide a supportive and caring environment for students.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to supervise students in small or large groups.
- Ability to follow certified teacher’s directives
- Ability to perform routine clerical work and basic arithmetical calculations.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent
- Completed two years of study at an institution of higher education (60 semester hours) or obtained an Associate’s Degree or met rigorous standard of quality
- Ability to demonstrate through a formal state or local academic assessment knowledge of and the ability to assist in instructing, reading, writing and mathematics
- Experience working with children with some behavioral management desired.
- Demonstrated understand, patience and receptive attitude towards children.
- Criminal justice/Fingerprint clearance

**Computer Proficiency:** MS Office Suite, Google Suite

## **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 the 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 required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*