

**PARAPROFESSIONAL**

**REPORTS TO:** Principal

**ESSENTIAL FUNCTIONS:**

Assists instructional personnel with development and presentation of learning materials and instructional exercises.

Assists students individually or in small groups to reinforce and follow up learning activity.

Monitors and assists students through drill, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of students and in maintaining student discipline.

Performs a variety of regular clerical duties such as filing, typing, or duplicating materials.

Performs general clerical duties for instructional staff, such as typing and duplication of materials.

Distributes and accounts for materials such as textbooks, supplies, and equipment; collects, assembles, catalogs, and distributes resource materials.

Assists in maintaining a variety of reports and records.

Assists in maintaining a neat, orderly, and attractive learning environment.

Assists in scoring tests; computes and records grades.

May assist in parent conferences if requested by the instructor.

May be assigned duties of Librarian Assistant as follows:

Provides instructional, supervisory, and clerical assistance to the library through completion of routine tasks to be assigned by the librarian.

Assists students in the use of the library/media center.

Monitors students assigned to complete assignments which require independent practice of skills being developed or concepts being learned.

Assists librarian and classroom teachers in checking students' comprehension of concepts and/or skills learned.

Supervises students, under the direction of the librarian and/or building principal.

Assists the librarian in teaching students and staff how to access and use resource information in the library.

Assists in cataloging of library materials.

Assists in instructing students in developing research skills and related use of technology.

May be assigned duties of Special Education Assistant as follows:

Assists instructional personnel with development of a variety of instructional materials.

Assists in presentation of learning materials and instructional exercises in compliance with the student's IEP.

Tutors students individually or in small groups to reinforce and follow up learning activity.

Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty, as directed.

Listens to students reading, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.

Assists students in their personal hygiene.

Assists in management and shaping of student behavior through use of positive reinforcement strategies.

Assists in maintaining a variety of reports and records.

Performs general clerical duties for instructional personnel.

Assists in maintaining student discipline.

Assists in scoring tests; computes and records test scores.

Assists in maintaining neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math.

Knowledge of general concepts of child growth, development, and behavior characteristics.

Routine record keeping.

Knowledge of public education goals and objectives.

Assume responsibility for assisting in supervision of students.

Perform routine clerical work and light typing.

Learn and utilize basic methods and procedures to be followed in instructional settings.

Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with staff, students, parents, and general public.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on: 11/14/2017

Reviewed on:

Revised on: