

Paraprofessional - General Education

Purpose Statement

The job of Paraprofessional - General Education is done for the purpose/s of assisting the classroom teacher with maintaining classroom order; providing support to the instructional program within assigned classroom with specific responsibility for working with individual and/or small groups of students; monitoring student behavior during non-classroom time and providing clerical support to teacher/s and staff.

This job reports to Teacher/Building Principal

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. (e.g. Accelerated Reader, WYR, PAWS, etc.) for the purpose of supporting teachers in the instructional process.
- Assists students in using audio visual and other equipment (e.g. computers, recorders, headphones, etc.) for the purpose of assisting them to gain knowledge of appropriate equipment use.
- Assists other personnel as may be required (e.g. enrolling students, working with all classroom teachers, filing paperwork, organizing rooms, duplicating, laminating, interoperating, correcting papers, working on IEP goals, etc.) for the purpose of supporting them in the completion of their work activities.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, power point, word processing, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans in the classroom and computer lab for the purpose of assisting the teacher in improving students academic success through a defined course of study.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of ensuring the safety and welfare of students.
- Provides verbal feedback and/or written documentation for the purpose of informing teacher/s and/or parents of students progress.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 60% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

ParaPro Assessment Test or 48+ credits on college transcripts

Continuing Educ. / Training

None Specified

Certificates and Licenses

CPR/First Aid Certificate
Valid Driver’s License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade

