

JOB TITLE: **Paraprofessional**

REPORTS TO: Supervising Teacher, Principal(s) and Director of Special Education

QUALIFICATIONS:

1. Good employment record, interview, references, and previous experience with children.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. High School diploma or GED.
4. Additional qualifications as the Board of Education may determine appropriate.
5. Desire to continue career improvement by enhancing skills and job performance.

JOB GOAL:

Aid in creating a positive learning environment to facilitate the personal, social, and intellectual development of students.

ESSENTIAL FUNCTIONS:

1. Assist in facilitating the personal, social, and intellectual development of students.
2. Assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ensure all activities conform to federal, state, and district guidelines.
4. Communicate and work effectively and cooperatively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Operate all classroom equipment appropriately.
7. Approach each task as a challenge to be met successfully.
8. Adhere to procedures for documenting hours worked and requesting time-off as stated in the Classified Handbook.
9. Work to implement the vision and mission of the school district.
10. Cooperate with supervisor(s) to complete evaluation(s) within specified timelines.
11. Motivate students through effective communication and feedback.
12. Treat each child with respect and firmness, and be responsive to individual educational needs.
13. Work with individual students and/or small groups of students in Teacher-planned instructional activities.
14. Guide a student's independent study as assigned by Teacher, including remedial instruction.

15. Assist with the preparation, care and use of instructional materials and equipment.
16. Assist with maintaining desirable student behavior and classroom management.
17. Assist with supervision of students during the Teacher's temporary absence, i.e., IEP meetings or emergencies.
18. Assist with checking and/or scoring of objective assignments/tests, recording grades, and/or keeping appropriate student observation records.
19. Participate in IEP meetings when requested by supervisor.
20. Assist with Teacher-planned activities needed for completion of student's IEP goals and objectives, and monitor progress when requested by Teacher.
21. Supervise and maintain a safe and orderly environment in the lunchroom, playground, and extracurricular trips, and when moving students from place to place, such as bus and restroom.
22. Assist occasionally with clerical duties required for success of special education students.
23. Assist students with personal, functional and hygienic tasks, when applicable, and within training guidelines.
24. Participate in staff development opportunities related to meeting the educational needs of special education students.
25. Set high expectations for student achievement and behavior.
26. Demonstrate effective interpersonal relationships with others.
27. Attend staff meetings when required.
28. Work effectively with students, teachers, parents, community agencies, and other groups.
29. Keep student information and records confidential.
30. Immediately report accidents, assaults, destruction of property, and abusive behavior to the Teacher and/or Principal.
31. Attend and participate in staff development and growth opportunities, and complete required in-service hours for the year.
32. Model appropriate interpersonal skills for students in the school setting, and in the community.
33. Observe and follow all school district policies at all times.
34. Respond to information requests in a cooperative, courteous, and timely manner.
35. Implement and follow all required program guidelines as defined by the Kansas Education Regulations and Guidelines as well as those of USD 244.
36. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
37. Perform other duties and assume other responsibilities assigned by the Teacher, Principal, Director of Special Services, or Superintendent.

PHYSICAL REQUIREMENTS/PHYSICAL CONDITIONS:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires standing, stooping, bending, kneeling, reaching, and turning.
3. May require some travel.
4. Must occasionally work in noisy and crowded environments with numerous interruptions.
5. Ability to effectively and safely restrain a special student as necessary.
6. Demonstrate good personal hygiene.
7. Ability to be flexible regarding scheduling, working conditions, and locations.
8. Must possess good judgment.