Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Paraprofessional
Reports to: Supervising Teacher and Building Principal

Purposes and Objectives of the Position:

The Para Educator assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Para Educator works closely with the staff and building administration.

Qualifications:

- High school diploma

General Duties and Requirements

- Assist in facilitating the personal, social, and intellectual development of students.
- Assist in establishing a positive learning environment and respond to the individual educational needs of students.
- Ensure all activities conform to district guidelines.
- Communicate and work effectively and cooperatively with members of the school district and community.
- React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- Operate all classroom equipment appropriately as required.
- Prepare for classroom activities under the supervision of a licensed teacher.
- Work with small groups of students to reinforce material initially introduced by
- the teacher.
- Assist individual children in need of special attention.
- Perform clerical duties as required.
- Guide independent study, enrichment work, and remedial work set up by the teacher.
- Assist teacher with non-instructional classroom duties, such as snack, toilet, and clothing routines.
- Assist with reading and storytelling.
- Assist in drill work.
- Observe and follow all school district policies at all times.
- Respond to information requests in a cooperative, courteous, and timely manner.
- Keep student and personnel information and records confidential.
- Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.

The district reserves the right to modify job duties or job descriptions at any time.