

Paraprofessional - nonSPED

Purpose Statement

The job of Paraprofessional - nonSPED is done for the purpose/s of providing support to the instructional program within an assigned area with specific responsibility for overseeing students within that area documenting student behavior; and providing information to teachers, parents, and/or other personnel.

This job reports to Designated Supervisor

Essential Functions

- Administers a variety of instructional activities (e.g. tests, homework assignments, make-up work, etc.) for the purpose of supporting teachers instructional needs.
- Attends a variety of meetings for the purpose of acquiring and conveying information relative to job functions.
- Communicates with a variety of individuals and groups (e.g. teachers, students, administrators, parents, etc.) for the purpose of assisting in evaluating progress while implementing instructional and informational objectives.
- Evaluates students during the course of the school day (e.g. behavior, progress in academic work assigned, etc.) for the purpose of providing referral for resolution.
- Implements behavioral plans designed for students with behavior disorders or other special conditions for the purpose of presenting and reinforcing learning concepts under the supervision of assigned teacher.
- Monitors students during assigned periods for the purpose of providing a safe and positive learning environment.
- Performs general record keeping and clerical functions (e.g. attendance logs, activity reports, etc.) for the purpose of supporting the teacher and supervisory staff in meeting mandated requirements.
- Provides adapted instructional activities, assignments, and materials for the purpose of supporting and reinforcing instructional objectives.
- Provides feedback of observations for the purpose of informing teachers and administrators of student progress.
- Responds to inquiries from a variety of sources for the purpose of solving problems, providing information, and directing to other sources.
- Tutors students on assigned class work for the purpose of providing ongoing support in the completion of work assignments.

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 need to occasionally 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 pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior and crisis management techniques; instruction techniques; and school curriculum.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize 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: maintaining confidentiality; working with frequent interruptions; communicating in a positive, non-threatening manner; and building effective relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** High school diploma or equivalent.
- Equivalency:** Passing the state paraeducator examination.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

D