

SPED - Resource/Title I Paraprofessional

Purpose Statement

The job of SPED - Resource/Title I Paraprofessional is done for the purpose/s of providing support to the Title I intervention program within assigned classroom with specific responsibility for improving students' success in basic academics (reading and math); relieving teachers of clerical tasks; and assisting students by modeling the skills necessary to perform assignments.

This job reports to Designated Supervisor

Essential Functions

- Administers a variety of assigned activities (e.g. tests, homework assignments, make-up work, etc.) for the purpose of supporting teachers in the classroom.
- Attends a variety of meetings (e.g. in-service presentations, staff meetings, etc.) for the purpose of acquiring and conveying information relative to job functions.
- Communicates with teachers and students for the purpose of assisting in evaluating progress and implementing IEP objectives or intervention plans.
- Evaluates students during the course of the school day (e.g. completion of assignments, life skills, response sequence, etc.) for the purpose of taking action and/or providing referral for resolution.
- Maintains files and records, classroom equipment, and work area for the purpose of ensuring availability of items, providing a safe learning environment, and meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings for the purpose of ensuring students are in a safe and appropriate environment.
- Promotes good study habits for the purpose of improving the quality of student outcomes.
- Provides instruction to students in a variety of individual and group activities (e.g. reading, spelling, self-esteem, behavioral skills, daily living skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring student's success under the supervision of assigned teacher.
- Provides instructional activities and assessments (e.g. reading, math, language, comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts under the supervision of assigned teacher.
- Provides adapted classroom activities, assignments, and materials under the direction of the supervising teacher (e.g. reading circles, one-on-one math instruction, etc.) for the purpose of supporting and reinforcing classroom objectives.
- Responds to inquiries (e.g. teachers, food service personnel, etc.) for the purpose of solving problems, providing information, or referring to appropriate personnel.
- Responds to emergency situations (e.g. injured student, school drills, etc.) for the purpose of resolving immediate safety concerns and directing to appropriate personnel for resolution.

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: adhering to safety practices; operating standard office equipment including computers and pertinent software applications; and 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; age appropriate activities; and health and safety standards.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types 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 may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% 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

E