

## **Job Description: Paraprofessional – General**



**Position Title:** Paraprofessional - General

**Salary Grade:**

**Pay Grade:**

**Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

**Custom Job Purpose:**

This position exists to perform specialized work in assisting with services for schools. Provides for the care and well-being of students. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated by observing work and periodic conferences, critiques, records, and reports.

**Essential Functions of this Job**

Professional duties will involve attending meetings as necessary, serving on various committees, attending inservice provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the work site where assigned. Clerical assistance will be performed when needed to assist the supervisor to which

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one is posted. Supervision and reinforcement of instruction of students in various situations and programs will probably be required. Preparation of instructional materials will be assigned as needed. Classroom assistance will be required when given a classroom or an extension of the classroom assignment. Technology will be used to enhance instruction and aid in tasks assigned. Specialized duties may require home visitations, health and hygiene care for students, interpretation of speech and languages, operation of adaptive equipment, and physical assistance to impaired students or adults. Personal transportation from one site to another may be a requirement.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Ability to understand written and oral instructions, speak and write coherently, keep records and make simple reports, work cooperatively, and act professionally with other school personnel and parents. Sincere interest in educating and working with young people. Special abilities may be required for specialized paraprofessional positions. Bilingual/biliterate preferred.

### **Education, Experience, and Certification/License Requirements**

Graduation from an accredited high school or completion of GED. Sixty (60) or more college credit hours, an Associate's degree or higher from an accredited school, or a passing score on the Para Pro exam is required.

### **Work Context:**

Requires sitting and standing, walking, and moving about to coordinate work. Involves face-to-face discussions and contact with individuals and teams. Requires alternative communication systems including electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with students, parents, internal and external contacts, and the public.

### **Physical Environment:**

Requires working indoors in environmentally controlled conditions. Requires being active for most of the day, and the ability to lift, carry, move and position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

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**Local Code:**

**EE05:**

**Approval Date:**

**Date Last Revised: 4/6/2022**