



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Paraprofessional – Part-Time	<b>Location:</b>	School Site
<b>Reports To:</b>	Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Part-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	No
<b>Work Year:</b>	199 days / 10 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### **Education and Experience Requirements**

- High School Diploma or equivalent
- Requirements to meet NCLB (No Child Left Behind) which include High School Diploma or equivalent AND either two year degree OR Sixty Credit hours OR Pass a State required test

### **Certificates and Licensure Requirements**

IVP fingerprint clearance card through AZ Department of Public Safety

### **Summary**

The Paraprofessional shall operate under the direction of the Building Principal or designee, within the guidelines established by the local school administration. The Paraprofessional assistant shall be expected to participate in small group and/or individual instruction and shall assist as needed with clerical functions, the operation of equipment, preparation of teaching media, and the distribution of supplies when necessary. The Educational Assistant shall supervise playground and lunch areas as directed by the Building Principal or designee.

### **Qualifications**

- Ability to relate well with children
- Ability to communicate effectively, orally and in writing, both to adults and children
- Efficient typing skills
- Computer literacy
- Ability to operate routine office equipment
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

### **Responsibilities and Requirements**

- Assist with daily operation of front office, including clerical duties
- Correct and prepare student papers
- Assist in supervision of individual students
- Assist in hygienic needs of students as necessary
- Operate audio-visual equipment
- Supervise playground activities
- Assist in preparation of instructional materials
- Work with individual children for tutoring, repeating lessons, finding reference materials and drill work
- Teach small groups to reinforce learning skills
- Read and/or tell stories to a group of children
- Order teaching supplies
- Patrol assigned areas
- Perform function of Crossing Guard
- Cross students at designated crossing before and after school
- Wear and display all district-approved attire and equipment

### **OTHER**

- Learn and correctly apply district policies and procedures
- Assure that district discipline and safety guidelines are followed
- Health office assistant duties including first aid and CPR as needed
- Perform other duties when assigned by the Building Principal or designee

### **Physical Demands and Work Environment**



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- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### **Other Information**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.