



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	HS/Preschool Paraprofessional	Location:	High School
Reports To:	Principal/CTE Coordinator	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Education and Experience Requirements

- Requirements to meet NCLB (No Child Left Behind) which include High School Diploma or equivalent, AND Child Development Associate Credential required or pass State approved paraprofessional test and provide proof of enrollment in CDA program.

Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety
- Tuberculosis Test Required

Summary

- The preschool paraprofessional shall operate under the direction of the Building Principal or designee, within the guidelines established by the local school administration.
- The paraprofessional 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 paraprofessional shall oversee and direct high school students through work-based learning in the classroom, playground, and lunch areas as directed by the Building Principal or designee.

Qualifications

- Age 18 or older
- Demonstrate ability to relate well with children.
- Demonstrate ability to communicate effectively, orally and in writing, both to adults and children
- Demonstrate ability to work effectively without direct supervision.
- Demonstrate good health, physical stamina, fitness, and vitality.
- Demonstrate personal qualities associated with good human and interpersonal relations.
- Ability to maintain accurate records.



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Responsibilities and Requirements

- Assist in supervision of individual students.
- Assist in hygienic needs of students as necessary.
- Operate and maintain a variety of classroom, office, and Career Technical Education equipment including audio-visual equipment, printer, computer, and software as assigned.
- Assist a certificated teacher in reinforcing Career and Technical Education instruction to individual or small groups of high school and preschool students.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Provide support to the teacher by setting up equipment for Career Technical Education classes and related activities; assist in setup, distributing, collecting, and storing education equipment.
- Assist in the planning and coordination of special events and activities.
- Work with individual children for tutoring, repeating lessons, finding reference materials and drill work.
- Lead, monitor and oversee student work and project related exercises; coordinate small group activities for Career Technical Education classes; organize related activities to time outside of class.
- Oversee the activities of students in the workstations; monitor student behavior and ensure compliance with established rules and guidelines; refer misbehaving students to appropriate personnel; sign students in and out of class as directed.
- May assist the teacher in any other non-instructional activities including attendance and enrollment filing, inventory, supply orders, and supervision of designated areas.
- Ensure district discipline and safety guidelines are followed.
- Learn and correctly apply district policies and procedures.

OTHER

- Learn and correctly apply district policies and procedures.
- Assure that district discipline and safety guidelines are followed.
- Perform other duties when assigned by the Building Principal or designee.

Physical Demands and Work Environment

- Physical Effort
- Indoor/Outdoor Classroom
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require bending, at waist, kneeling or crouching to assist students.
- May require lifting materials and supplies weighing up to 50 pounds.

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.

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.