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**Job Title:** Paraprofessional

**Reports to:** Building Administrator and Director of Special Services

**Summary**: The job of Paraprofessional is done for the purpose of providing support to the instructional program for Special Education students with individual and/or small groups of students; and providing clerical support to teacher/s and staff. All plans for a lesson originate through the classroom teacher.

**Essential Job Duties and Responsibilities:**

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English, Science, Math and/or Social Studies lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic/IEP goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers for the purpose of assisting in evaluating progress and/or implementing educational/IEP goals and objectives.
- Implements, under the supervision of the assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, recess, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Provides consistent positive interaction with students for the purpose of educating students.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Assist with the implementation of accommodations through the administration of state and district-wide assessments, as appropriate.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
- Consistent and regular attendance is an essential function of the position.

**Other Job Functions:**

- Assist with field trips and class supervision
- Assist with preparation of bulletin boards, learning centers, etc.
- Arrange instructional materials for the classroom
- Attend meetings/training as requested
- May be assigned routine clerical duties such as filing, typing, etc.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adhere to all district rules, regulations, and policies.
- Adheres to good safety practices
- Other duties as assigned by the administrator.

**Qualifications**

**Education:** Associate Degree or 60 hours of higher education; or successful completion of Para Praxis Pro Exam/ParaPathways Exam

**Skills and Abilities**

**Language**
An individual who holds this position must have the ability to: Read and comprehend simple written and oral instructions, short correspondence and memos. Write short correspondence. Communicate one on one and in small groups.

**Reasoning**
An individual who holds this position must have the ability to: Understand and follow verbal and written instructions. Occasionally solve problems involving concrete variables within standardized situations.

**Technology**
Basic computer skills including word processing and data entry.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Demands**
An individual who holds this position: Is frequently required to stand, stoop, bend and kneel. May have to use therapeutic restraint or lift students. Must have both close and distance vision

**Terms of Employment:**
Start January 5, 2027 and conclude on the last school day of the 2026-2027 school year. A day is defined as 7.5 student contact hours with benefits according to Board policy.