

## PARAPROFESSIONAL

### DESCRIPTION

The Paraprofessional assists in the instruction and supervision of individual and groups of students. This involves tutoring of academic subjects, correcting student work, supporting classroom instruction and supervising during recess.

### MINIMUM QUALIFICATIONS

The Paraprofessional requires the ability to:

- Perform a variety of clerical duties such as filing, sorting, duplicating, maintaining data & records
- Treat students, parents and staff courteously and tactfully
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Comply with schedules and meet deadlines
- Pass required background checks and clearances

Paraprofessionals must also:

- Have First Aid and C.P.R. Certificate
- Meet the paraprofessional requirements for "No Child Left Behind"

### DUTIES

- Organizes instructional activities and environment as directed, gathers appropriate resources and materials
- Maintains an orderly and cleanly learning environment
- Provides tutoring, instruction, feedback, and assistance to students
- Performs routine clerical duties and keeps program records as assigned
- Checks student work for accuracy and completeness
- Supervises students to maintain an effective learning environment according to district policies and procedures
- Participates in staff development as required
- Provide First Aid and CPR if required in emergency situation

The above statements are intended to describe the general nature of work being performed. Individual assignments vary depending upon district and project goals, grade levels, and teaching methods. They are not intended to be an exhaustive list of all duties and responsibilities.

### WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid or windy conditions
- Heat: Exposure to non-weather hot temperatures
- Noise: Exposure to constant or intermittent sounds of a pitch and level sufficient to cause marked distraction. Rating 3-4
- Atmospheric Conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, poor ventilation that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock if audio/visual equipment is used, high, exposed places, radiant energy, explosives (such as gasoline), cleaning solvents

PHYSICAL ACTIVITIES REQUIRED										
Standing	Sitting	Walking	Bending	Stooping	Climbing	Kneeling	Pushing	Twisting	Reaching	Crawling
D/F	D/F	D/F	D/F	D/F	D/O	D/F	D/F	D/F	D/F	W/F

LIFTING					
	Size of Object	To and From Ground Level	To and From Waist Level	To and From Chest Level	To and From Shoulder Level and Above
#0-10		D/F	D/O	W/O	W/O
#11-20		D/F	D/F	W/O	W/O
#21-50		D/O	D/O	W/O	W/O
#51-100		W/O	W/O	O/R	O/N
#100-125		O/R	O/R	O/R	O/R

CARRYING				
	Distance Carried	Frequency Carried	Method	Height Object
#0-10	200'	D/F	Hand held	Waist level
#11-20	200'	D/F	Hand held	Waist level
#21-50	100'	D/F	Hand held	Waist level
#50-100	200'	W/O	Cart	-
#100-125	4'	O/R	On and off cart	-

Key:

Frequency		Percentage of Frequency	
D	Daily	N	Not performed at all
W	Once a week	R	Rarely
M	Once a month	O	Occasionally
O	Other	F	Frequently
		C	Continuously

Salary Range: Range C on the Classified Salary Schedule

Employment Period: Based on the school calendar