



Job Description

Level II Paraprofessional

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 185 Days

Experience Required: Prior related work experience with children preferred.

Minimum Education Requirements: Associate degree in related field.

Department: Aides/Paraprofessionals.

Direct Supervisor: Building Principal or Assigned Teacher.

Primary Work Location: School setting.

Certification: Proper certificate in related field.

Job Summary: Assisting in the supervision, care, and instruction of special needs students in the regular classroom, interrelated resource rooms or in a self-contained classroom.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist in implementing plans for instruction, monitor student behavior, provide information to appropriate school personnel, and perform classroom clerical tasks.
- Work with individual students or small groups of students under the direct supervision of the teacher to reinforce learning of material or skills initially introduced by the teacher.
- Assist the teacher by reinforcing skills based on an understanding of individual students, their needs, interests, and abilities.
- Attend meetings and in-service presentations (e.g. CPR, education strategies, specific disability education, etc.) for the purpose of acquiring and/or conveying information relative to job functions to meet established annual state requirements.
- Collaborate with staff for the purpose of providing necessary support and information related to the student's progress as established in their Individualized Educational Program (IEP).
- Implement behavioral plans for students as designed by the IEP team for the purpose of assisting in meeting special education students' needs and providing a consistent environment under the direction of certified staff.
- Implement educational and behavioral programming under the supervision of the classroom certified staff for the purpose of developing new skills for students.
- Maintain instructional materials and data sheets for the purpose of ensuring availability of instructional materials and/or providing reliable information regarding student progress.
- Perform various administrative support and record keeping functions for the purpose of providing documentation to conform to established State and Federal program standards.
- Help students master equipment or instructional materials assigned by the teacher.
- Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Assist with the supervision of students during emergency drills, play periods, assemblies, and field trips.

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- Assist with large group activities such as drill work, reading aloud, and story-telling.
- Read to students, listen to students read, and participate in other forms of oral communication with students.
- Assist with classroom routines such as checking attendance, duplicating materials, collecting money, washing up, and helping students with clothing.
- Alert the teacher to any problem or special information about an individual student.
- Participate in home visits, parent teacher conferences, other meetings with staff or parents as needed.
- Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participate in the in-service training programs, as assigned.
- Support efforts toward completion of expectations for Head Start, NAEYC accreditation, Missouri Department of Health, and Senior Services licensing.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Special education compliance standards and indicators.
- Policies and procedures of the classroom environment.
- Behavior management procedures.
- Software applications including MS Word, Excel, and PowerPoint.

Skills

- Strong written and oral communications and relational skills.
- Using district-approved crisis intervention techniques.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.
- Teaching social interaction and play skills.

Abilities

- Capable of physically assisting students with special needs as required.
- Work effectively under the direction of others.
- Prepare and maintain thorough records.
- Work cooperatively with others.
- Patience and assisting with self-help training.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Be proactive on matters of health and safety of the children.
- Lift up to 50 pounds.
- Exposure to outside temperatures.
- Effectively welcome and embrace differences among employees and citizens.



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- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date