



## Job Description

### Level I Paraprofessional

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**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.

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**Job Summary:** Assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

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#### Essential Job Functions

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

- 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.
- 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.
- 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 regular teacher to any problem or special information about an individual student.
- Clean and sanitize all classroom toys and furniture.
- Assist teacher with data collection and data recording.
- Set up and clean up breakfast, morning snack, lunch, and afternoon snack.
- Participate in home visits, parent teacher conferences, other meetings with staff or parents as needed.
- Assist children with identifying and labeling emotions.
- 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.



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- 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.
- 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.
- 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.
- 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.

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### **Signatures / Date**

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

Effective Date:



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*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:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date