

**ST. TAMMANY PARISH SCHOOL BOARD  
Covington, Louisiana**

**JOB DESCRIPTION**

**TITLE:** Title I Instructional Paraprofessional I (Uncertified) (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U.S. citizen or authorized alien
2. Minimum age 20 years
3. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition - 3 hours, English/Reading- 6 hours, and Mathematics- 6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Exhibits effective written and oral expression.
5. Possesses typing skills.

**REPORTS TO:** Assigned Teacher(s) and Principal

**JOB GOAL:** To assist Teacher(s) in providing service to eligible participating students.

**JOB SUMMARY:** This position is designed to assist in remediation and to provide individual instruction to eligible students in the Title I school. Duties are performed following the directions of a teacher and with the supervision of the teacher and school Principal. This position differs from that of the Title I Paraprofessional by the acquisition of sixty hours of In-service training as prescribed by St. Tammany Parish School Board and/or the lack of the required three years of experience as a Title I Paraprofessional.

**ESSENTIAL JOB FUNCTIONS:** The Instructional Paraprofessional I will perform his/her duties under the direct supervision of the classroom teacher. The role of the Paraprofessional is to assist in the individualization of instruction, in assignments deemed necessary for the successful implementation of the Title I Program. All projects and activities must be planned and assigned by a classroom teacher.

**PHYSICAL DEMANDS:**

1. Possess physical skills and stamina to perform job responsibilities.
  2. Work requires occasional standing.
  3. Must tolerate constant periods of sitting throughout the shift.
  4. Must tolerate frequent periods of walking throughout the shift.
  5. Must on occasion lift and carry boxes, books, manuals, catalogues, files, records, etc.
  6. Must be able to bend and stoop in performing job duties.
  7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
  8. Must handle numerous duties with both hands and fingers:
- 1) Fine Motor Skills
    - (1) Typing
    - (2) Copying
    - (3) Adding Machine
    - (4) Computer
    - (5) Filing
    - (6) Binding
    - (7) Filling out forms
  - 2) Grasping
    - (1) Manuals
    - (2) Boxes
    - (3) Journals

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs other tasks assigned by appropriate authority.

**TERMS OF EMPLOYMENT:** Nine months per year, unless employed in a summer program, salary in accordance with the current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Incumbent)**

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original-Human Resources Department

Copy- Supervisor

Copy- Employee

(Rev. 11/2016)