

**TITLE:** Title or Special Education Paraprofessional

**QUALIFICATIONS:** High School diploma or G.E.D.  
Some experience working with or around children.  
Must meet federal HQ requirements – 32 college credits or pass the Paraprofessional Praxis.

**REPORTS TO:** Building Principal and Teacher

**JOB GOAL:** To assist the teacher in maintaining appropriate classroom activities and environment in order for students to learn effectively.

**POSITIONS RESPONSIBILITIES (to include):**

1. Treat students, staff, parents and community members with positive regard.
2. Refer all parent concerns to supervisor.
3. Implement educational programs as designed by the certified teacher or related service provider, which includes conducting educational activities with small groups or individual children as directed.
4. Alert the teacher to special needs of individual students.
5. Collect student performance data as directed by the teacher, score objective tests and papers, and maintain appropriate records.
6. Participate in daily and long range planning.
7. Give educational support to all students in the general education classroom to reinforce learning and assist in monitoring their supplementary work and independent study.
8. Provide escort and assistance to children as necessary.
9. Supervise children in hallways, lunchroom and playground as needed.
10. Assist teacher in maintaining a safe, clean, healthy and organized learning environment.
11. Operate and maintain classroom equipment.
12. Assist in the preparation of instructional materials.
13. Perform clerical tasks such as typing and copying.
14. Assist in the implementation of behavioral intervention plans.
15. Be familiar with building procedures when performing duties with a work ethic demonstrating a commitment to safety. Report any unsafe working conditions to supervisor.
16. Participate in meetings and functions when requested.
17. Maintains student, employee and school confidentiality.
18. Performs other duties as assigned by the supervisor.

**ESSENTIAL FUNCTIONS – required with or without a reasonable accommodation:**

- Regular and predictable attendance.
- Effective communication capabilities to discern verbal conversation.
- Comprehend the meaning of words and respond effectively.
- Visual acuity to comprehend written work, prepare, review and organize documents and observe classroom and student activities.
- Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Manual dexterity to physically restrain a student to keep from harming self and/or others in an emergency.

- Personal mobility, flexibility and balance which permits the employee to work in a school environment, occasionally lifting or moving objects weighing up to 50 pounds.
- Job tasks require occasional stooping, kneeling, crouching, reaching, pushing, pulling, lifting and grasping.

#### TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will.” The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal’s office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent. This is a Category B position on the Classified salary schedule.

#### EVALUATION:

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability

*Updated 2-19-2023*