

OZARK R-VI SCHOOLS JOB DESCRIPTION

TITLE: PARAPROFESSIONAL (NON-SPECIAL EDUCATION)

QUALIFICATIONS:

Candidates must have a minimum of:

1. Hold a DESE issued Substitute Teaching Certificate or a valid Teaching Certificate for any subject.
2. A demonstrated ability to work effectively under the direction of others.
3. A demonstrated ability to work collaboratively with others.
4. Ability to organize, be flexible and motivate others.
5. Ability to utilize mature and discreet judgment and handle confidential matters.
6. Willingness to assume any responsibilities, which are appropriate for the position.

REPORTS TO: Building Principal

JOB GOAL: To serve as support staff teachers and students.

PERFORMANCE RESPONSIBILITIES:

1. Work under the direct supervision of a teacher when providing instructional services
2. May provide one on one tutoring for eligible students, if the tutoring is provided at a time when the student would not otherwise receive instruction from a teacher.
3. May assume limited duties that are assigned to similar personnel, including duties beyond classroom instruction, so long as the amount of time spent in such duties is the same proportion of total work time to similar personnel in the same building.
4. Assist students to complete instructional activities.
5. Assist in the supervision of students as required to meet individual needs.
6. May conduct parent involvement activities.
7. Participate in training activities as required by the District.
9. Perform other duties as directed by the principal or supervising teacher, which are related to facilitating success (i.e., instructional, social, behavioral) for students.
10. Additional duties as assigned.

PHYSICAL DEMANDS: Must be able to stand, walk, stoop, provide toileting and specific hygiene needs. Must be able to lift up to 50 pounds.

TERMS OF EMPLOYMENT: School in-session days plus two days; compensation as per salary schedule

TYPE OF POSITION: Non-Exempt

EVALUATION: Evaluated annually by Building Principal

APPROVED BY SCHOOL BOARD: February 21, 2019