



Fleetwood Area School District

Job Description

DEPARTMENT: Building	JOB TITLE: Paraprofessional	FLSA STATUS: Non-Exempt
TERMS OF EMPLOYMENT: 10 MONTHS/FULL TIME/AFSCME		
REPORTS TO: Classroom Teacher and School Administrator		
DIRECTLY SUPERVISES: N/A	ADOPTED: 3/24/2022	

Position Statement:

The Paraprofessional shall assist with all building needs. A Paraprofessional serving in a classroom setting provides support to students at the direction of the classroom teachers.

Essential Functions, Duties, and Responsibilities:

- Provide support in any area within the building as needed and assigned.
- Reinforce instruction introduced by the classroom teacher.
- Individualize instruction for students needing guided practice, reinforcement, or enrichment opportunities under the supervision of the classroom teacher.
- Provide activities for a group of students to enable the classroom teacher to work with an individual or small group of students.
- Discuss students' progress and problems with the teacher.
- Refer problems that are affecting the student's progress in school to the teacher.
- Assist with non-instructional duties with the classroom teacher, including preparation of bulletin boards, copying of materials, etc.
- Initiate instruction under the direction of the classroom teacher.
- Supervise children during recess, if assigned.
- Follow classroom management and procedures under the direction of the classroom teacher and school.

Knowledge, Skills, and Abilities:

- Ability to work with students in a classroom, small group, and one on one environment.
- Ability to recognize, respect, and maintain the confidentiality of issues, records, and information.
- Demonstrated interest in the well-being of every student.
- Personal characteristics are indicative of maturity, flexibility, tactfulness, cooperation, and cheerfulness that are conducive to a harmonious relationship with school district personnel and the public.
- Ability to communicate effectively; orally, in writing.
- Clerical, organizational, or interpersonal skills as specifically required.
- Appropriately dressed, dependable, loyal, and discreet.



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Education and Experience:

- Minimum of high school diploma or equivalent.
- Must pass all background checks.

Physical Demands:

- Frequent walking throughout the building to classrooms.
- Sitting for extended periods.
- Standing for limited periods.
- Frequent bending, stooping, twisting, reaching, grasping.
- Moderate lifting from 15 to 30 pounds (Light lifting – up to 15 pounds).

Special Assignments and Other Duties:

- Perform other duties and special tasks as assigned by the School Administrator.

Evaluation:

- Performance of this job will be evaluated by the Building Principal and/or Assistant Principal in accordance with School Board policy and administrative procedures.

Equal Opportunity Employer:

The Fleetwood Area School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities based on race, color, religion, national origin, sex, age, ancestry, physical handicap, or union membership. This policy of nondiscrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employee Statement:

By signing this form, I acknowledge that I have received a copy of the job description for the function in which I was hired and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Signature: _____

Date: _____

Employee Name: _____