



INSTRUCTIONAL

PARAPROFESSIONAL - GENERAL INSTRUCTIONAL

JOB DESCRIPTION

JOB TITLE: Paraprofessional - General Instructional
REPORTS TO: Campus Principal
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-04
DAYS: 192
JOB ID & DATE: CLS-01, September 2023

JOB PURPOSE SUMMARY

Instructional Paraprofessionals provide support to teachers, campus leadership and students in a classroom or educational setting including playgrounds and cafeterias, assisting with various tasks to enhance the learning experience and ensure the educational needs and safety of students are met.

REQUIREMENTS

Education Level Details

High School Diploma or equivalent is required.

Some positions may require an Associate's degree or higher, depending on the funding source

License or Certification

Certification as a Paraprofessional, Teaching Assistant, or equivalent

Substitute Certification preferred

Work Experience Required

Previous experience working with students in an educational or instructional setting is preferred but not always required.

Other Skills and Abilities Required.

Strong interpersonal skills and the ability to work effectively with teachers, students, and parents.

Patience and empathy when working with students with diverse needs.

Ability to follow instructions and assist with classroom management.

Basic computer skills, including proficiency with educational software.

Physical capability to assist with classroom activities and mobility to move around the classroom.

Bilingual in English and Spanish preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Assist teachers in delivering instruction, including explaining concepts, reinforcing learning, and facilitating classroom activities.

- Provide one-on-one or small-group support to students who require additional help with their studies or have special needs.
- Assist in maintaining classroom order and discipline, implementing behavior management strategies as directed by the teacher.
- Help prepare instructional materials and resources for lessons and activities.
- Assist with grading assignments, tests, and other assessments, and record student progress as directed.
- Assist students with the use of educational technology and computer software as needed.
- Maintain open and effective communication with teachers, parents, and other staff regarding student progress and needs.
- Ensure the safety and well-being of students, both inside and outside the classroom.
- Assist with organizing classroom materials and maintaining an organized learning environment.
- Assist students with transitions between activities and locations within the school.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings

and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____