

**Position:** Paraprofessional

**Supervisor:** Superintendent or His Designee

### **Eunice Public Schools Job Description**

**General Job Description:** To provide opportunities for the teacher to attend to the individual needs of student and provide assistance in preparing our students academically, socially, and physically to become positive, productive participant(s) in the 21<sup>st</sup> century.

#### **Qualifications:**

1. High school diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff and parents; use current technology for instructional management needs; to write and speak clearly and accurately.
4. Demonstrate aptitude for work to be performed.
5. Must be able to pass employment verification.

#### **Essential Duties and Responsibilities (*Other duties may be assigned*):**

1. Serve as a role model.
2. Maintain confidentiality and adhere to the Family Educational Rights and Privacy Act (FERPA).
3. Participate in the school duty schedule.
4. Communicate effectively both verbally and in writing.
5. Use appropriate communication, displaying courteous and caring attitude in dealing with students, parents, and other employees
6. Provide assistance with individualized program materials.
7. Work under the supervision of certified teacher(s), prepare for classroom activities.
8. Give instructional assistance to individual or small groups of students in the classroom, library, music, physical education, and other settings.
9. Participate in assigned in-service training programs.
10. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
11. Assist certified teacher in implementing planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
12. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
13. Assist certified personnel in school environment where individual differences are respected.
14. Respond to students as individuals and treat all people with dignity and respect.
15. Respond to the unique needs of the special education student.
16. Assist students with seizures, anxiety, behavioral problems.

17. Help maintain cohesiveness in school environment.
18. Assist with supplementary work for students and supervise independent study in the school environment.
19. Use current technology for instructional management needs.
20. Assist certified personnel with student discipline.
21. Assist in maintaining students' involvement in appropriate tasks.
22. May assist students with personal hygiene activities such as toileting, diapering and other personal care activities.
23. Establish and maintain district standards as prescribed in board policies and district rules and regulations.
24. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
25. Complete other tasks as deemed appropriate and necessary by the immediate supervisor, the principal and /or the superintendent.

**Additional Duties and Responsibilities:**

1. Work with small groups of students to reinforce material initially introduced by the teacher.
2. Assist individual children in need of special attention.
3. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
4. Set up audiovisual equipment as directed.
5. Assist with reading and/or storytelling.
6. Assist small groups of students in the library and other settings.
7. Contribute to the welfare and effectiveness of the classrooms(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
8. Model acceptable social skills in working with students, teachers, parents and supervisors.
9. Help students with disabilities get on and off bus according to their individual needs.
10. Assist special education students and other passengers.
11. Provided assistance to students with disabilities within a regular program as determined by regular and special education staff.
12. Ride a school bus to provide safe and secure transportation for students with physical, educational and emotional disabilities.
13. Assist drivers in the loading, unloading and securing of disabled students; assure seat belts, safety Velcro and buckle safety vests and wheelchair securement devices are properly operated according to established procedures guidelines as required.

**Physical Requirements:**

1. Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.
2. Must be able to walk from a homeroom to any location within the district.

**Work Environment:**

1. Must be able to work within various degrees of noise, temperature and air quality.
2. Job responsibilities require both inside and outside assignments.
3. Interruptions of work are routine. Flexibility and patience are required.
4. Must be self-motivated and able to complete job assignments without direct supervision.
5. Occasional after hour work may be required.

**Equipment/Material handled:**

1. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.