

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Paraprofessional **DATE:** May 21, 2003  
**REVISED:** September 15, 2021

**REPORTS TO:** Program Supervisor or **APPROVED BY** Board of Directors  
Principal

**JOB SUMMARY:** Provide support to certified teachers by following directives and aiding in everyday activities in the classroom.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assist with instruction of educational lessons on a daily basis.
2. Possess knowledge of and assist with meeting goals in the Individualized Education Program (IEP).
3. Assist in maintaining a consistent routine for all students.
4. Collect and maintain snack money and submit lunch forms.
5. Assist with student files, keeping information current.
6. Assist with attendance records and billing information.
7. Assist teachers in correcting papers, supervising testing and make-up work.
8. Assist in the organization and preparation of classrooms and bulletin board displays.
9. Maintain a safe, clean, and orderly classroom environment conducive to learning. Disinfect student supplies, desks, table, etc., on a daily basis.
10. Assist in planning activities for students.
11. Assist the teacher in dealing with individual student's academic and social/behavioral needs as they relate to the instructional program.
12. Assist students with the use of specialized equipment.
13. Assist students with personal hygiene.
14. Assist students with various special needs such as feeding, bathroom, etc.
15. Provide personal transportation assistance for students as dictated by the Individualized Education Program (IEP), authorized by the parent/guardian, and approved by the program supervisor.
16. Perform other duties as assigned by the Program Supervisor or Principal.

**QUALIFICATIONS:**

- High school diploma or equivalent required
- Must be appropriately state certified based on Every Student Succeed Act (ESSA)
- Must be able to work with students
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Considerable bending and twisting of the body required
- Ability to lift and/or assist in lifting students of ages ranging from 3-21 and their assistive equipment or devices up to 50 lbs.
- Considerable stooping and squatting required
- Ability to physically restrain students in emotional stress
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand for long periods of time during the workday
- Ability to perform all aspects of Safety Mechanics

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical classroom environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks

- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Ability to operate office equipment
- Must possess computer skills
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*