

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Substitute Paraprofessional      **DATE:** May 21, 2003  
**REVISED:** August 13, 2014

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

**JOB SUMMARY:** Provide support to certified teachers by carrying out directives and aiding in everyday activities in the classroom in the absence of the regular paraprofessional.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Follow sign-in/sign-out procedures upon arrival/departure at the school or center. Arrive at least 15 minutes before the official starting time for students in order to locate information about keys, room location, type of class, class roster, school routine, bus schedule, etc.
2. Review with the teacher all plans and schedules to be followed for the teaching day.
3. Assume responsibility for assisting with student's daily schedule including regular education classroom support.
4. Maintain a log of activities completed during the day and leave it for the regular paraprofessional.
5. Maintain a safe, clean and orderly classroom environment conducive to learning. Disinfect student supplies, desks, tables, etc., on a daily basis.
6. Assist students with personal hygiene.
7. Assist student with various special needs such a feeding, bathroom, etc.
8. Perform other duties as assigned by the supervisor and/or classroom teacher and may include all or some of the following:
  - Make as few changes in routine as possible
  - Assist teacher with all children
  - Confer with staff members
  - Follow school routines by assisting teacher in: cafeteria, fire drills, bus loading/unloading, nurse services, auditorium routine, how to call custodian.

**QUALIFICATIONS:**

- High school diploma or equivalent is required
- Must be able to work with students
- Personal flexibility enabling adjustment to varied teaching styles and methodologies
- On-call, as-needed, availability
- 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 of the workday

**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

**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 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.)*