

Job Description

Position Title	Achievement and Integration Paraprofessional		
Building	Varies	Department	Varies
Hours	Varies	Supervisor	Building Principal/Teacher
Band and Grade	B-21	Tools and Equipment	Computer, SmartBoard, iPad, applicable software, phone, copy machine, textbooks/story books/reading materials, manipulatives, games, flash cards, variety of instructional equipment, pens , pencils, and paper, workbooks, phy ed equipment, recess equipment, and other materials provided by the teacher

Primary Function	Under the direction of a teacher, performs duties involved in the instruction of students. Works closely with students in both individual and small group settings to reinforce and practice instructional concepts.
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Essential Duties	
1	Reinforces instructional concepts, ideas, or materials presented to students by the teacher. Works with students individually or in groups using worksheets, exercises, games, or software to reinforce fundamentals of reading, math, written language, and behavior.
2	Monitors student behavior and redirects / reminds / reinforces students as necessary.
3	Assists students in completing assignments in math, spelling, writing, reading, science, or other subjects. Helps students understand instructions and concepts.
5	Implements Check-in / Check-out for individual students as assigned by supervisor.
6	Implements evidence based interventions in reading, math, written language, and behavior as assigned by supervisor.
7	May be responsible for supervision of any of the following: Recess duty; before school supervision; lunchroom supervision; flag duty; breakfast supervision; morning hallway supervision; bus rider, and/or supervise special education students before first bell.
8	Makes copies for the classroom teachers so their material is ready when they need it.
9	Models appropriate behavior showing respect, responsibility, and safety.
10	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District policies and building rules. • Knowledge of disciplinary policies. • Knowledge of general safety and health rules. • Knowledge of CPR/first aid. • Knowledge of basic office equipment and procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying disciplinary policies. • Skill in relating to and understanding children. • Skill in developing a rapport with children and explaining concepts in a simple and understandable manner. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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