

Job Description

Position Title	Instructional 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 in small group settings to reinforce and practice instructional concepts and material presented by the teacher.
-------------------------	---

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 materials, i.e., reading and comprehension intervention groups.
2	Assists teacher in preparing for classes by typing tests, copying materials, filing, recording tests, gathering supplies, and providing assistance in setting-up classroom for special projects.
3	Monitors student behavior and disciplines students as necessary, informing teacher of difficulties or problems encountered by students and/or their progress.
4	Assists students in completing assignments in math, spelling, writing, reading, science, or other subjects. Helps students understand instructions and concepts.
5	Creates and displays room decorations, posters, and bulletin boards to highlight various subjects or themes.
6	Prepares behavioral contracts and point sheets between staff and students, outlining objectives for achievement and establishing a reward system.
7	Works with students on supplemental instruction.
8	Helps students, individually or in groups, with assignments by utilizing specific teaching strategies and an acquired knowledge of learning styles.
9	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.
10	Makes copies for the classroom teachers so their material is ready when they need it.

11	Assists with large group activities such as math and reading; works with small groups and with individuals who need extra help; helps with any instructional element that is requested by the teacher; and does assessments of the students for records and to determine who needs additional help.
12	Assists students with testing and helps them with things they need help with including math, science, and/or writing classes; assisting with items in the classroom including pencils, snacks, water bottles, folders, centers, etc. Re-teaches if someone needs it.
13	Assists with reading/grammar skills/homework if not done. Assists with daily math. Assists with reading/phonics skills/spelling tests/small group/vocab words/weekly reading tests. Helps students with homework not done from previous day/test missed if absent. Walks throughout the room to keep students on task; assists with vocab words, grammar/reading skills (fact/opinion, main ideas), etc.; checks student's planners; does CBM monitoring with the low 25 students in each grade level; assists Title I teachers with MAZE testing and CBM monitoring several times a year (all students except exempt students), etc. Encourages students to work as independently as possible and helps students stay focused on school work.
14	Responds to behavior issues as needed and helps students work through issues.
15	Assists students with social skills and helps students respond appropriately to teachers and peers.
16	Assists classroom teacher in any way needed – Redirects students; copies work on occasion.
17	Always models appropriate behavior showing respect, responsibility, and safety.
18	Works with students in the classroom, in small groups and individually – Class work, homework, late work, basic skills, study for test, study skills; behavior management; reviews directions, re-teaches lessons, checks comprehension/accuracy; gives make-up test; assists students with organization skills: note taking, check planners; assists in folder/notebook/binder/ locker cleaning and organizing.
19	Supervises students during work time in the library and computer lab – Oversees students working on Plato lessons, class projects, assignments, test, keyboarding, and research; assists students with work area clean-up.
20	Does bulletin boards, schedules and guides pledge announcers and library aids, monitors halls and path, works with the Junior High Respect team, recycles school supplies for student use.
21	Assists teachers with copying and correcting.
22	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.
-------------------------------	---

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.
---------------------------	---

	<ul style="list-style-type: none"> • Knowledge of basic office equipment and procedures.
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.
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>