

# SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

## PARAPROFESSIONAL

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Satisfactory criminal background check and drug screening.
3. Meet one of the following requirements:
  - A. hold an associate's or higher degree; or
  - B. Sixty (60) credits of study at an accredited institution of higher education; or
  - C. Passing score on the Praxis Paraprofessional Test.

### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the techniques and procedures used in working with targeted student populations. Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to implement instructional activities. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team.

### REPORTS TO:

School Administrator

### JOB GOAL:

Assists classroom teachers by working with groups or individual students to learn designated material and prepares classroom materials and projects. Guides students in teacher directed activities.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares and/or assists in the preparation of materials and supplies for daily lessons and organizes and distributes student work and notices to be sent home.
2. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
3. Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
4. Assists in the instructional process by providing differentiated instruction to small groups and individual students by reinforcing material and using technology-based instructional techniques as appropriate.
5. Monitors student arrival and departure from school and assists in preparing them to go home in order to ensure their safety.
6. Records, types and files pertinent information including the names of students who participate in the free meal program, class lists, daily attendance, field trip permission slips, etc. Trained to assist in the clinic as necessary.
7. Assist schools with PBIS and MTSS tracking and data entry.
8. Performs other duties of a similar nature or level.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the Board's approved salary schedule. Length of the work year and hours of employment shall be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the of the Board's policy on evaluation of personnel.

JOB DESCRIPTION SUPPLEMENT: 03

FSLA: Non-exempt

SALARY SCHEDULE: Support Personnel-Other

**Board Approved 05/13/24**