

# SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

### PARAPROFESSIONAL

#### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Meet the requirements for Every Student Succeeds Act: No Child Left Behind Act:
3. Satisfactory criminal background check and drug screening.
4. Meet one of the following requirements:
  - A. hold an associate's or higher degree; or
  - B. two (2) years of study at an institution of higher education; or
  - C. pass a rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.

#### 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:

Principal or designee

#### JOB GOAL:

To provide instructional and technical assistance to meet the specialized needs of students.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

Planning/Preparation

1. Assist the teacher(s) in preparing materials, teaching aids, bulletin boards and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities planned by the teacher.
2. Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desks, tables, chairs and activity areas.
3. Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4. 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.

**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 District's approved instructional compensation plan. 196-day calendar; 7.5 hours per day.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for Support Personnel.

**JOB DESCRIPTION SUPPLEMENT:**

**SALARY SCHEDULE:** Support Personnel-Other

**Board Approved 3/9/20**