

Notus School District #135
25257 Notus Rd.
Caldwell, ID 83607
(208) 459-7442

JOB TITLE: Paraprofessional

SUPERVISOR: Principal

Job Summary:

Assists the teacher in general daily classroom activities and student supervision inside and outside of the classroom. May assist office staff in their duties.

Essential Duties:

- Assists in small group pupil instruction; tutors pupils at teacher's request;
- Assists teachers in maintaining discipline and other functions.
- Assists with the setup of the classroom and prepares materials for specialized instructional units.
- Handles related clerical functions with the teacher, regarding student assessment and classwork.
- Assists in assembling/hanging materials on bulletin boards and keeping displays current.
- Operates standard school equipment such as laminator, copier, audiovisual, etc.
- May escort children to and from various rooms and provide lunchroom and playground supervision.
- Assists in the administration of basic first aid.
- Other Duties as Assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students under teacher direction and/or while on duty.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required):

- Minimum of high school diploma or equivalent. Previous experience with children preferred.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively communicate in one-on-one and small group situations to parents, students, and other employees of the district.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to work in a friendly manner and to develop effective working relationships with students, staff and the school community.
- Ability to perform duties with awareness of all district requirements, Board of Education policies, and applicable laws.
- Possesses computer skills necessary for this position.
- Ability to effectively present information and respond to questions from staff, students, parents, and the general public.

Working Conditions & Physical Requirements:

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead. While performing the duties of this job, the employee stands and talks and sometimes walks and sits. The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Schedule, Salary and Benefits:

- Schedule is an 8-hour day based on the calendar provided by the district for working the days students are in attendance plus some professional development days.
- Salary is based on the Classified Salary Schedule approved by the Board for the current Fiscal Year.
- Comprehensive benefit package for full time employees working more than 20 hours per week.
- Six month Probationary Period
- **This position is an ‘at will’ position in which an employee may be dismissed without having to establish “just cause”.**

Performance Appraisal:

- Annual evaluation by the Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Paraprofessional will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Superintendent or appropriate administrator. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature _____ Date _____

Supervisor _____ Date _____



AN EQUAL OPPORTUNITY EMPLOYER

Approved 1/19/2023