

New Kent County Public Schools

Job Description: Paraprofessional



Position: Paraprofessional

Job Type: Full-time

Contract: 183/days

Salary Scale:

FLSA Status: Non-Exempt

Virtual Setting Risk Factor: Low

Hybrid Setting Risk Factor: Moderate

General Definition of Work: Performs basic human support work assisting classroom teachers by working with individual students or small groups, and related work as apparent or assigned. Work is performed under the close supervision of the Teacher and Principal.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions:

- Assists classroom teachers within the classroom in performing specific duties as assigned or undertaking specialized tasks.
- Maintains various records and files to meet each student's required accommodations.
- Works with individuals or small groups to reinforce material already introduced by the teacher.
- Assists with a variety of assignments and tasks associated with the needs of students.
- May be assigned to assist in special areas such as reading, mathematics, computer lab, library, in-school suspension, etc.
- Assists teachers with collection of student work and other tasks, enforces discipline and safety rules.
- Notifies respective teachers in writing the dates of when a student has been assigned to in-school suspension; collects completed work and returns it to the respective teachers' box.
- Performs a variety of office and clerical assistance tasks for classroom teacher and school office staff; makes copies of various materials.
- Assists with large group activities.
- Guides independent students and other work assigned by the teacher.
- Reports student problems to teachers and assists with student problems.
- Assists with the sale of supplies and collection of monies.
- Performs cafeteria, hall and/or bus duties; helps supervise playground and physical education activities.
- Assists with lunch, snack, clean-up, bathroom, clothing and wash-up routines and arrival and departure of students.
- Escorts students to classes; assists students during meals.
- May perform the duties of a General Education or Special Education Paraprofessional and/or Clinic Aide/Paraprofessional as qualified and assigned.
- Performs related duties as required and or as assigned.

Knowledge, Skills and Abilities: General knowledge of the practices, methods and techniques used in classroom teaching; ability to maintain confidential files and information and compile reports; skill in the use of classroom and instructional equipment; ability to operate standard office equipment; skill in the use of personal computers and related software packages, hardware and peripherals; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience: High school diploma or GED and moderate experience providing office support or equivalent combination of education and experience.

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Special Requirements: Possession of an appropriate driver's license, certificates(s) and or endorsements(s) (such as Highly Qualified status) for position as required by the Commonwealth of Virginia or School Board.

Highly Qualified status is **required for elementary positions and strongly preferred for secondary positions** (for more information on HQ, please visit http://www.doe.virginia.gov/teaching/highly_qualified/).

Marginal Functions:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information.

Human Interaction: Requires the ability to maintain a cordial and effective relationship with visitors and clients.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages as needed; may require ability to utilize principles of fractions and/or interpret graphs as needed. Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

ADA Compliance

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work at the work site daily, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Sensory Requirements: Some tasks require visual perception and discrimination; Hearing is required to perceive information at normal spoken word levels; Most tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Work is generally in a moderately noisy location within the school (e.g. cafeteria, business office, playground, classroom, light traffic).

The New Kent County School Division will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job.

Evaluation: Performance on this job will be evaluated in accordance with school board policy and administrative regulations of support personnel.

Supervision Exercised: Principal or Assistant Principal

New Kent County Public Schools will conduct a background investigation (fingerprinting) of all individuals recommended for employment.

The New Kent County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, pregnancy (including childbirth or related medical conditions), marital status, sexual orientation, genetic information, veteran status or disability is prohibited.

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

Name: (Signature)

(Date)