



ST. MICHAEL - ALBERTVILLE SCHOOLS

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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Response Paraprofessional	Department / Building: Assigned School
Reports To: Teacher/Principal	FLSA Status: Non-Exempt
Grade / Subgrade:	Bargaining / Work Unit: Support Staff Contract
Duty Year: Student calendar (171 days) (plus 1 In-service Day at discretion of the district)	Position Last Updated: 09-02-2025

SECTION II: JOB SUMMARY

Responsible for working with students to be academically successful by assessing and remediating academic skills under the direction of certified professionals in individual or small group settings; maintain confidentiality of student and family information as required under FERPA. In addition, this position is frequently tasked with assisting building administration in the supervision of students during recess and in the lunchroom.

Response paraprofessionals may be assigned, with notice, to different buildings or be asked to assist with supervision outside of the building or off-site based on staffing and student programming needs. Schedules may vary before, during and after school hours based on student needs.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Instructional or classroom support
Percent of Time	70	

Tasks involved in fulfilling above duty/responsibility:

HR reviewed: 09-02-2025



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- Provides supplemental instruction and/or classroom support for identified students under the direction of a teacher, individually or in small group settings, in accordance with the students' individual goals and recognize achievement, effort and positive attributes of students.
- Works as directed by teacher or building administrator to help monitor and assist students in reaching and maintaining instructional targets.
- Assists as directed with classroom management which may occur in various settings and may involve occasional management of an entire class under the general direction of a teacher or principal.
- Communicates appropriately and in a timely manner with teachers and other district staff under the supervision and direction of the teachers.
- Assists the teacher in preparing classroom materials.

Duty/Responsibility #	2	Statement of duty/responsibility: Supervise students as assigned
Percent of Time	20	

Tasks involved in fulfilling above duty/responsibility:

- May assist teachers and building administration with student supervision at recess, at lunchtime. Supervision may occur outside of school and off-site on an occasional basis.
- Responsible for responding to the immediate needs of students including taking appropriate steps to ensure student safety and responding to unexpected and emergency situations.
- Supervise students at a cross guard or in other settings as assigned.

Duty/Responsibility #	3	Statement of duty/responsibility: Special projects or duties
Percent of Time	10	

Tasks involved in fulfilling above duty/responsibility:

- Performs other job-related duties as requested or assigned.
- Attends meetings, workshops and training sessions as directed.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of reading, writing, and math concepts sufficient to assist assigned students.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.



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- Demonstrated listening skills.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to interpret directions and communicate expectations to students.
- Ability to demonstrate caring and warmth for children and an understanding of children's needs.
- Knowledge of and the ability to incorporate into the job, general concepts covering child and adolescent health and development.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

Requires a high school diploma or equivalent (GED) and two years of post secondary education or successful completion of state recognized para test; ability to work with staff to provide services to students in skill deficient areas.

SECTION VI: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	C	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	C	Up to 25 pounds	Toxic chemicals	N
Sitting	C	Up to 50 pounds	Moving parts	N



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Talking in person/on the phone	O	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	F	Up to 100 pounds	N	Explosives	N
Hearing	C	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	O
Climbing, balancing	F	Quiet (i.e. private office)	N	Extreme heat (non-weather)	O
Stooping (bend at waist)	F	Moderate noise (i.e. business office with printers, light traffic)	C	Varying weather conditions	F
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	C	Sight	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	F
Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.



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Notice of Rights Under the Federal Medical Leave Act

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>