MOORE PUBLIC SCHOOLS

Job Title: **Tier I Teacher Assistant/Paraprofessional**

Qualifications:

Credentials: Tier I Paraprofessional state certificate

Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: Previous work or volunteer experience with children, teenagers and or clerical experience preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, laminator, duplicator, CRT/computers (no software experience). May on occasion use more difficult machines without any proficiency required, such as data entry.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: **Various**

Reports To: **Teacher/Principal**

Job Goal (Purpose of Position): Performs entry level to semi-skilled level duties under general supervision to assist the teacher, provide a teaching environment to improve and develop the students social, communication, and intellectual skills.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures.

Contact with Others: An incumbent in this position has some public contact with members of own Staff or district. Some interpersonal interaction or communication is required outside of the specific classroom environment with other staff and parents.

Other Performance Measures:

Successful performance of the job requires some customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury to self or to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assists with instruction and activities for individuals or for groups as assigned by teacher. Supervises students in instructional settings, off-campus activities and during non-instructional activities such as recess, assemblies, emergency drills, lunch periods, etc. On occasion may supervise the class in teacher's absence.

2. Prepares, creates, and/or adapts instructional materials as directed by teacher. Prepares bulletin boards and other teaching aids. Assists students with assignments. Sets up and operates equipment for instructional purposes.

3. Serves as chief source of information and assistance for substitute teachers.

4. Assists teacher with student behavior management strategies. Restrains out of control students when necessary. Alerts teacher to special needs of students.

5. Grades student work; records grades; takes attendance; completes necessary paperwork and other records for students.

6. May assist students with personal care needs. May assist with minor first aid.

7. Performs housekeeping duties with classroom to ensure it is neat and clean. May assist students in boarding and getting off bus.

8. Operates photocopier, laminator and duplicator. May operate computer. Assists teacher in obtaining supplies necessary for scheduled activities: i.e. paints, brushes, construction paper, science supplies, etc. Assists teachers with compiling student's work to send home weekly in Thursday folders. Sends home letters to parents as required.

9. May assist with playground, bathroom, and cafeteria duties as needed.

10. Must be willing to have flexible schedule and commute between schools if required.

11. Performs other duties as assigned.

12. Maintains confidentiality about information regarding students.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

This job requires frequent bending/stooping and occasional to frequent squatting/crouching, reaching above the shoulder, and pushing and pulling. There is occasional lifting up to 45 pounds to assist the lifting of chairs, classroom equipment and supplies. The incumbent must have the dexterity to operate keyboards, computers, copy machines, and other office/instructional machines. Must be able to supervise students in the classroom and outside. Must be able to communicate with student and parents. Must be able to get around the classroom, media center, cafeteria, campus, etc. Must be able to assist students with normal activities.

TERMS OF EMPLOYMENT:	180 days per year
SALARY:	Category B
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
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