

SCHOOL DISTRICT NO. 21 OF MARICOPA COUNTY, ARIZONA
MURPHY ELEMENTARY SCHOOL

POSITION DESCRIPTION

CLASSIFICATION: Instructional

POSITION: Instructional Assistant/Paraprofessional

QUALIFICATIONS:

1. High School diploma required or equivalency certificate (GED). Paraprofessional Certificate or 60 credit hours of college coursework.
2. One to two years prior experience required.
3. Fluency in English and Spanish may be required in some assignments.
4. Twenty-four credit hours of college courses related to program of study as an instructional assistant.
5. Must possess that special quality of empathy for and have the ability to establish rapport with children and adults.

REPORTS TO: Teacher to whom assigned.

SUPERVISED BY: Teacher to whom assigned/School Principal

SUPERVISES: No one.

POSITION GOAL(S): This instructional service position is designed to assist teacher in the task of providing leadership in implementing, coordinating and maintaining program objectives.

PERFORMANCE RESPONSIBILITIES:

1. Assist teacher in implementing instructional activities (tutoring children).
2. Assist teacher with organizing and supervising classroom activity centers.
3. Assist teacher with making and/or duplicating classroom materials.
4. Assist teacher with program, classroom and student record keeping.
5. Assist teacher with labeling, controlling and storage of program materials and equipment.
6. Assist teacher with parent conferences.
7. Assist teacher with the problems faced when working with families whose dominant language is not English.
9. Assist teacher with selecting target populations for special programs.
10. May perform other related job tasks upon request of supervisor.

PHYSICAL REQUIREMENTS Sitting, bending, stooping, standing, walking and some lifting.

TERMS OF EMPLOYMENT: Ten months.

EVALUATION: Performance on this will be evaluated annually in accordance with the provisions of Board Policy on the evaluation of Classified Personnel.

SALARY: Classified Schedule