

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Elementary (K-3) Instructional Paraprofessional I (Para to Teacher Program) (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U.S. citizen or authorized alien
- 2. Minimum age 18 years
- 3. Passing score on the Paraprofessional Assessment
- 4. St. Tammany Parish Paraprofessional Course completion
- 5. Acceptance into Path to Teaching Program
- 6. Effective written and oral expression.
- 7. Possess typing skills

REPORTS TO: Designee of the Assistant Superintendent

JOB GOAL: To assist Teacher(s) in providing academic skill in students grades K-3.

JOB SUMMARY: This position is designed to assist the teacher in providing remediation and individual instruction to students. Duties performed are under the direction and supervision of a certified teacher as well as supervised by the school’s Principal.

ESSENTIAL JOB FUNCTIONS: The Elementary Instructional Paraprofessional I will perform his/her duties under the direct supervision of the classroom teacher. The role of the Paraprofessional is to assist in the individualization of instruction, in assignments deemed necessary for student achievement. All projects and activities must be planned and assigned by a classroom teacher. Because paraprofessionals provide instructional support, they should not provide planned direct instruction or introduce new skills, concepts, or academic content to students. They may:

- * Provide students with one-on-one tutoring only at a time when a student would not otherwise receive core instruction from a teacher.
- * Help with classroom management
- *Assist in organizing instructional materials

PHYSICAL DEMANDS:

- 1. Possess physical skills and stamina to perform job responsibilities.
- 2. Work requires occasional standing.
- 3. Must tolerate constant periods of sitting throughout the shift.
- 4. Must tolerate frequent periods of walking throughout the shift.
- 5. Must on occasion lift and carry boxes, books, manuals, catalogues, files, records, etc.
- 6. Must be able to bend and stoop in performing job duties.
- 7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- 8. Must handle numerous duties with both hands and fingers:
 - 1) Fine Motor Skills
 - (1) Typing
 - (2) Copying
 - (3) Adding Machine
 - (4) Computer
 - (5) Filing
 - (6) Binding
 - (7) Filling out forms
 - 2) Grasping
 - (1) Manuals
 - (2) Boxes
 - (3) Journals

ADDITIONAL DUTIES AND RESPONSIBILIITES: Performs other tasks assigned by appropriate authority.

TERMS OF EMPLOYMENT: Nine months per year, salary in accordance with the current salary schedule.

CONDITIONS OF EMPLOYMENT: Must remain enrolled in the paraprofessional to teacher program, must remain in good standards academically while in the program, and must complete the program within three years.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____

(Incumbent)

Incumbent’s Name (Please Print) **Employee Identification Number**

Original-Human Resources Department **Copy- Supervisor** **Copy- Employee**