Excel Academy
Position Job Description

Job Title:	Paraprofessional
Date Prepared:	March 12, 2024
Salary Scale:	Educational Support Staff
Starting wage:	$18.00 – 23.49 per hour
Work Year:	182 Contact Days/Year (1 Jul – 30 Jun)
FLSA Status:	NON-EXEMPT
Benefits Eligible:	Yes, if scheduled for 30 or more hours per week
Reports To:	Instructional Coach
Direct Report(s):	None

Position Summary:
This position supports the everyday needs of our students. Our smaller classrooms encourage learning at an individual level. Our staff is dedicated to supporting and encouraging all students to be their best.

Essential Duties:

- Working with small groups of elementary students to reinforce teacher prepared lesson plans
- Provide enrichment and intervention support using school-provided materials or activities
- Organize and prepare materials and resources to support classroom activities as assigned by the teacher
- Supervise and manage student behavior as assigned
- Prepare instructional art work (i.e. posters, bulletin boards, and displays)
- Administer or assist with classroom, district, and state assessments
- Supervising lunch and recess
- Perform clerical duties and administrative support (copying, filing, organizing student records, etc.)
- Creating a positive atmosphere in the classroom to help ensure success for individual student learning
- Evaluate student work
- Attend meetings, conferences and in-services as required
- Other duties as assigned

Skills:

- Strong communication, organizational, and follow-through skills.
- Flexible and able to work independently.
- Work effectively with teachers, parents, and students.
- Respect the confidentiality of student information
- Requires basic language, math, writing and other academic skills
- Knowledge of general office equipment preferred

Education: High school diploma/GED required. Bachelor's degree preferred

Equipment: Computer (desktop/laptop/tablet) and communications technology equipment including software, office equipment (copy machine, fax, etc.), e-mail, and voice mail.

Decision Making: Work is assigned by classroom teacher, instructional coach, administrators, and by self. Requires strong judgement, quick decision making, analytical skills, and tact to determine urgency of a situation and appropriate action within school and district policies and procedures, oftentimes in

absence of the supervisor. Decision making may require collaboration with teachers, administrators, staff, parents and/or students. Errors in decision making could lead to loss of confidence and/or impact the image of the school and/or district.

Community Relations: Regular contact with families and school leaders to exchange information, advise, build partnerships, and advise in service to EA Mission, Vision, and Values. Requires tact and diplomacy to maintain relationships, resolve problems, negotiate matters, including those requiring a high degree of confidentiality.

Span of Control: No direct reports.

Complexity of Work: Requires analytical skills, independent thinking, considerable judgment, and use interpersonal skills. Frequently required to compare, coordinate, compute, and compile. Occasionally required to synthesize, evaluate, and negotiate.

The physical demands, work environment factors, and mental functions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Functions: While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to copy, instruct, compute, and synthesize.

Work Environment: While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate. Low to medium exposure of self to bruises, cuts, or injuries due to interaction with students. Low exposure to bodily fluids (gloves are provided).

Equal Employment Opportunity: Excel Academy is committed to equal employment opportunity for all qualified persons, without regard to race, color, religion, ancestry, national origin, sex, sexual orientation, marital status, membership or non- membership in any organization, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.