



Job Code:	
Position:	Para Pro
Salary:	
Reports To:	Supervisor
Department:	
FLSA:	Non-Exempt
Board Approval Date:	
Posting Date:	
Closing Date:	Until Filled

Summary:

The Para-Pro assists the teachers in a variety of ways to implement the instructional program, including working directly with children in small groups or on a one-to-one basis to reinforce reading, language arts, mathematics, computer instruction, and other skills.

Minimum Requirements:

Knowledge (position requirements at entry)

- ✓ Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- ✓ Possesses and successfully uses the following skills:
- ✓ Must pass proficiency test in Math, Reading and Grammar with score of 75% or better.
- ✓ Ability to work with individuals and groups of students to support academics and behavior management.
- ✓ Must have patience working with children.
- ✓ Ability to learn new skills, flexibility and willingness to perform a variety of tasks.
- ✓ Ability to follow written and oral directions and complete assignments given.
- ✓ Ability to establish and maintain effective working relationships with students, peers, parents and staff members.
- ✓ Is self-directed, and works without direct supervision.

Skills (position requirements at entry)

- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- ✓ Must be able to restrain students.

Training and Experience (position requirements at entry)

- Associates Degree or equivalent of two (2) years' college education (60 Semester Hours) or passing test results from the ParaPro or WorkKeys assessment is required.
- Prefer prior experience working with children.

Licensing Requirements (position requirements at entry)

- ✓ None

Essential Functions:

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Assists teacher as needed with planning, preparation, and distribution of classroom materials.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists teachers in the administration and correction of classroom exercises, tests, and assessments.
- Supervision and instruction of children; copying, cutting, coloring, etc., to construct materials and bulletin boards.
- Maintains regular attendance and complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Anticipates and effectively addresses unforeseen crises associated with working with groups of children.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher.
- Attends workshops as directed.
- Other duties as assigned.

Marginal Functions:

- Additional duties as assigned.
- Ensures area is clean and restores to original set-up.

Physical Requirements:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.
- While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is usually moderate.

Must hold a current Fingerprint clearance card

Prepared by The Professional Group Public Consulting Inc. 2/22