



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

* Fingerprint clearance card required