



SECTION I: GENERAL INFORMATION

Position Title: Educational Paraprofessional	Department: Districtwide Student Support
Immediate Supervisor's Position Title: Teacher/Building Principal	FLSA Status: Non-Exempt
Job Summary: Under the direction of a licensed teacher, related services staff, and/or the building principal, the Educational Paraprofessional performs a variety of duties that support students and the effective operation of the school program. The position may provide academic, behavioral, supervisory, personal-care, health-related, mobility, and other student support in individual, small-group, classroom, and school settings. Specific duties and assignments are determined by district, building, program, and student needs and may include supports identified in a student's Individualized Education Program (IEP).	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- A Works with individual students or small groups to reinforce reading, language arts, mathematics, science, technology, and other instructional material introduced by licensed staff.
- Supports classroom routines and behavior management to minimize disruptions, promote positive behavior, maintain student engagement, and help provide a safe and orderly learning environment.
- Monitors and supervise students in classrooms and non-instructional settings, including lunch, playground, study hall, arrival and dismissal, field trips, and other school activities.
- Supports students in accessing classes, programs, therapy, and other school or community-based activities and may assist with loading or unloading buses.
- Assist students, as assigned and trained, with mobility, positioning, transferring, eating, toileting, grooming, dressing, and other activities of daily living.
- Provides health-related assistance, supervision as directed and trained by the licensed school nurse, occupational therapist, physical therapist, or other qualified professional.
- Supports students with special healthcare, medical, behavioral, communication, or other individualized needs, including services and accommodations identified in IEPs or other student plans.
- Maintains student records and confidential information in accordance with district procedures and applicable laws and policies.
- Participates in required training and keeps current with district procedures, student-support practices, and educational technology applicable to the assignment.
- Follows all applicable safety rules, district policies, procedures, and staff directions while supporting students, including students with disabilities or specialized needs.
- Assists teachers, pupil services staff, related services staff, and building administration as needed.
- Performs other related duties within the scope of the position as assigned or requested to support the efficient operation of ISD 518.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma			AA degree or the completion of a combination of district training programs, experience, and course work of an equivalent nature and level to perform the requirements of the work.	
X	High school diploma or GED.				
	1 year college	X	2 years college		
	3 years college		4 years college	Major field of study or degree emphasis: Child development, human development, learning, behavioral management or a related area.	
	1st year graduate level				
	2nd year graduate level				
	Doctorate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences. • Basic understanding of school computer systems and basic understanding of computer operations. • Basic office procedures, equipment and operations. • Considerable knowledge of the principles and practices of a paraprofessional. • Some knowledge of cultural and racial relations. • Ability to handle a variety of assignments or problems independently. • Ability to apply a variety of procedures, policies, and/or precedents. • Ability to apply standard procedures. • Ability to read and interpret basic workplace data.	

Required Work Experience in Addition to Formal Education/Training:	
Minimal experience working in a special environment, or equivalent combination of education and experience.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Ability to attain Highly Qualified Status within the first 6 months of employment.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Interpersonal skills with children and adults. • Verbal and written communication skills. • Multi tasking and attention to detail • Supervising student behavior in accordance with rules and guidelines.
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	• Basic mathematics and Reading. • General typing or keyboarding skills. • Basic computer skills
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Work is performed in a typical school and library setting where the employee is exposed to minimal environmental or physical hazards or risks associated with performing the requirements of the job. Employees may be subject to disagreeable human interactions and disagreements due to the enforcement of media center rules and procedures.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionall y	34-66% Frequentl y	66-100% Continuousl y
Stand			x	
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		

Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Ranging of Light to Moderate Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.