



General Education Paraprofessional

Department:	Paraprofessionals	Job Class:	Paraprofessionals
FLSA:	Non-Exempt	Job Grade:	Level 1
Category:	Classified	Contract Terms:	157 Days
EEO-4:	Paraprofessionals	Updated Date:	May 2019

SUMMARY:

Responsible for assisting the Classroom Teacher in daily responsibilities and providing support to the instructional program. Develops and promotes good community relations among various community and school clientele.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Supporting grade level academic standards and social/emotional needs through the class.
- May maintain some student records, such as data collection and work samples.
- Communicate with parents and other school personnel as needed.
- May supervise students in non-classroom settings, assist and escort students, including transferring to and from buses.
- May create instructional materials for student use and/or for classroom benefit such as: bulletin boards, manipulatives, for example.
- Respect confidentiality regarding student needs and abilities.
- Supports the relationship between Garfield School District RE-2 and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and District staff.
- Perform other related duties as assigned or requested.
- Maintains regular and reliable attendance.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or Equivalent AND;
- Must be proficient in both spoken and written English.

Required Licenses or Certifications:

- First Aid & CPR Certification - American Heart Association preferred, but not required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- General office procedures, policies, and practices.
- Customer service techniques.

Knowledge of (Job Class Standard):

- Safety policies, procedures, and practices for basic industry standards.
- Personal protective equipment and proper use.
- General District practice and procedure.

Skill in:

- Strong people and computer skills.

- Strong organizational skills and attention to detail.
- Ability to follow directions and collaborate with team members.
- Self-motivation.
- Ability to remain calm and respond to student behaviors appropriately.
- Effective teaching skills to assist the students.

Skill in (Job Class Standard):

- Organizing and prioritizing work to meet deadlines and accomplish tasks.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.
- Operating tools and equipment safely.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Work is performed in a standard classroom setting with some work being performed at various District properties and off-site locations.
- Heavy lifting, bending, stooping, standing for long periods of time may be required.

Employee Name (print): _____

Signature

Date