

**WILLOW RIVER AREA SCHOOL  
8142 PINE STREET  
WILLOW RIVER MN 55795**

**Job Description**

<b>Position Title:</b>	ADSIS Para-Professional
<b>Immediate Supervisor:</b>	Elementary Principal
<b>FLSA Status</b>	Non-Exempt
<b>Board Approved:</b>	July 19, 2022

**Overview:** Under general supervision, perform a variety of instructional activities; assist in providing instruction to individual or small groups of students; perform occasional clerical and supportive tasks; lunchroom and recess supervision.

**Required Qualifications:**

- High School graduate or equivalent and one of the following:
  - Associate of Arts Degree, or
  - Completion of two years of study at an institution of higher education, or
  - Passing the ParaPro assessment

**Preferred Qualifications:**

- One year of paid or volunteer experience working with multi-age groups of children.

**Knowledge:**

Basic concepts of child growth, development, and instructional techniques; student behavior management strategies; proper English usage, punctuation, spelling, and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer/tablet; and record keeping.

**Abilities:**

Utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with staff, students and parents; meet schedules and timelines; perform occasional clerical tasks; operate a variety of office related machines and equipment; and provide positive customer service.

**Performance Responsibilities:**

- Assist instructional personnel with the preparation and presentation of learning materials;
- Work with individual students and small groups;
- Monitor and assist students in drills, practice and study activities;
- Direct learning activities and functions, and assist in the management of student behavior;

- Maintain a variety of records and files, which may include confidential and sensitive information;
- Administer, score and record a variety of assessments;
- Work cooperatively with staff;
- Assist students in the operation of a variety of instructional assisted technology;
- Supervise and monitor students both inside and outside of classroom;
- Recess and lunch supervision; and
- Performs other related duties as assigned.

**Physical Demands:** Dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; bend at waist, kneeling or crouching; seeing to read a variety of material and hearing and speaking to exchange information.

**Terms of Employment:** Salary and work year to be established by the School Board.

**Evaluation:** Performance of this job will be evaluated annually by the Elementary Principal.