

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

Job Description

Position Title:	Title I Para-Professional
Immediate Supervisor:	Elementary Principal
FLSA Status	Non-Exempt
Board Approved:	April 18, 2023

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 stakeholder experiences.

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: Operate office equipment; sitting or standing for extended periods of time; bend at waist, kneeling or crouching; read a variety of materials and communicate information, reaching overhead, above shoulders and horizontally and ability to lift up to 50 pounds.

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.