

General Education Paraprofessionals (Aides)

Reports to: Director of Special Services

Qualifications

The General Education Paraprofessionals should be able to:

1. Completed at least 60 credit hours of study at an institution of higher education; or
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and can demonstrate, through formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics, or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
4. Knowledge of basic computer skills (typing, Word).
5. Paraprofessionals with a baccalaureate degree and an appropriate teaching certificate and/or training may initiate instruction and work independently.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Assist in activities assigned by and under the direct control of the teacher.
2. Prepare and collect materials needed by the teacher in presenting a unit of work.
3. Work with individual students or small groups on activities that have been assigned by the teacher.
4. Assist individual students as directed by the teacher.
5. Supervise students during non-instructional times in the day, such as during the lunch period, when students are entering or leaving buses, while

otherwise on school premises, and including duty before/during/after school.

6. Complete recordkeeping tasks as assigned by the teacher.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position: Is frequently required to stand, stoop, bend and kneel. He/she may have to use therapeutic restraint and will regularly lift students. Must have both close and distance vision.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Special Services in consultation with the Business Manager.

Length of Contract

9 months

Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.