

Bouse Elementary School District #26
Job Description

Title: Paraprofessional NCLB

Reports to: Classroom Teacher/Administrator

FLSA Status: **Non-Exempt**

QUALIFICATIONS

Paraprofessional who come under the NCLB requirements must be qualified through one of the following options: Complete at least two years of postsecondary study at an institution of higher education; or obtain an associate's (or higher) degree; or meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment, the knowledge of and ability to assist in the instruction of reading, writing and mathematics or reading readiness, writing readiness, and mathematics readiness.

EXAMPLES OF ESSENTIAL FUNCTIONS

Works with children identified under title I educational programming, and provides educational instruction consistent with Title I provisions.

Monitors activities and behavior of children during and in the absence of classroom teachers to ensure the physical and environmental safe keeping of students, as well as adherence to appropriate conduct and disciplinary controls.

Assists teachers in the supervision of learning activities, circulating with the classroom and providing assistance and learning support to student.

Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher; may utilize games, stories, or other constructive activities to enhance students' learning skills.

Assists teachers in checking and objectively evaluating students' work; teaches students individually and in small reinforcing skills based upon instructional guidelines.

Assists in managing student behavior and maintaining classroom order; reinforces rules of the school and classroom; escorts students to time out and/or the principal's office. Assists in the preparation of lesson plans and teachers' pre-planning sessions; provides input and assistance in the development of classroom activities and learning tools. Assists in the diagnosing student math and communication skills; monitors students' progressive learning skills; makes teacher aware of students' learning deficiencies; documents records of learning activities and diagnosis.

Prepares or assists in the preparation of instructional materials; performs support tasks such as copying materials, laminating items, typing correspondence, and filing paperwork and documentation.

Coordinates with medial center staff for classroom learning resources; set up equipment in classroom for teacher's instructional studies.

Assists in preparing classroom bulletin boards, classroom decorations, displays of student activities, and other classroom objectives.

Prepared instructional reports and completes required forms, schedules, and other data as required; maintains attendance records and assigns student seating; learns assigned bus routes(s).

Maintains accurate and complete records of a variety of student information, which may require the use of a computer terminal to enter student scores and other student data,

May be assigned monitoring duties, i.e., hallways, lunchrooms, restrooms, and bus duty; ensures appropriate student conduct during these periods; escorts students to designated activity area, i.e., computer room, art classes, assemblies, etc.

May be assigned to various labs providing assistance to teachers and instruction/information to students; may translate lesson plan and other information to students for better understanding and comprehension.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

PERFORMANCE APTITUDES

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization.

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of standard office equipment.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Depending on school grade classroom or assignment, may require the ability to perform addition, subtraction, multiplication, and division; may require ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out details but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standards, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of general pre-defined duties which are often characterized by frequent change.

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and /or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination. Some task require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required

ADA COMPLIANCE

In compliance with the Americans with disabilities Act, Bouse Elementary School District #26 will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer

TERM OF EMPLOYMENT

Length of work year and hours of employment shall be those established by the District.

COMPENSATION:

In accordance with the Board approved salary and benefits.

EVALUATION:

Job performance will be evaluated annually by the District Administrator.