

# Classroom Instructional Paraprofessional

## Job Description

**Job Title:** Classroom Instructional Paraprofessional

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal and Teacher(s) Assigned

**Pay Grade:** 2103A

**Dept./School:** Assigned Campus

**Calendar Days:** 187

**Date Revised:** 7.12.22

### Primary Purpose:

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

### Qualifications:

**Education/Certification:**

High School Diploma or GED

48 college hours OR Paraprofessional Assessment of Knowledge and Skills (PAKS)

Certification

**Special Knowledge/Skills:**

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

**Experience:**

Computer skills preferred

### Major Responsibilities and Duties:

#### Instructional Support

1. Provide instruction to students under the direction of the teacher; work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Assist with administration and scoring of objective testing instruments or work assignments.
4. Help maintain neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teacher keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.

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### Student Management

8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
9. Make teacher aware of special needs or problems of individual students.

### Other

10. Maintain and professional, cooperative, and positive attitude.
11. Demonstrate dependability and punctuality by exercising regular attendance and promptness.
12. Maintain professional ethics and exercise self-control over actions and words with students, parents, and staff members.
13. Follow district and building policies.
14. Participate in staff development programs to improve job performance.
15. Participate in faculty meeting and special events as assigned.
16. Assume other duties as assigned by campus principal, teacher assigned to, and the Superintendent of Schools.

### Supervisory Responsibilities:

None

### Evaluation:

The Instructional Paraprofessional's evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.