

Paraprofessional		
Reports to: Principal	Work Year: 9 months/182 days	
Evaluation:	In accordance with the Board approved Personnel Evaluation Plan	
General Overview		
<p>Performs general office duties and any combination of the duties listed below in the classroom to assist teaching staff.</p> <p>Language Skills- Ability to read and comprehend simple instructions, short correspondence, and memos, ability to write routine reports and correspondence, ability to effectively present information in one-on-one and small group situations to students, ability to speak effectively before groups of students and/or parents.</p>		
Performance Responsibilities		
<ul style="list-style-type: none"> Discusses assigned teaching area with classroom teacher to coordinate instructional efforts. Assists teacher in preparing and developing various teaching aids such as bibliographies, charts, and graphs. Assists teacher in presentation of subject matter to students, utilizing a variety of methods and techniques such as lecture, discussion, and supervised role-playing. Assists teacher in preparing, administering, and grading examinations. Assists in the routine supervision of children in study areas, cafeteria, halls, playground, on field trips, and bus loading/unloading areas where applicable. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts. Performs basic office duties. Performs other related duties as required or assigned. 		
Minimum Qualifications		
Education/Experience- High School Diploma or GED; previous experience working with children preferred. Highly Qualified.		
Essential Functions		
<p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Director of Human Resources. It should also be noted the order of duties/responsibilities as listed in the job description is not designed nor intended to rank the duties in any order of importance relative to each other.</p>		
Employee Sign-Off		
<p><i>My signature indicates that I have received, reviewed, understand, and agree to this job description; and further acknowledges that I have received a copy for my records.</i></p>		
<hr/> <i>Printed Name</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
<p><i>Received</i></p> <p>By: _____</p>		
<hr/> <i>Signature</i>	<hr/> <i>Title/Position</i>	<hr/> <i>Date</i>

