



JOB DESCRIPTION

POSITION TITLE: Paraprofessional – Title I

UNION AFFILIATION: Romeo Assistants Support Personnel Association

FLSA STATUS: Exempt

FTE STATUS: .50 to 1.00

REPORTING RELATIONSHIP: Building Principal

GENERAL PURPOSE:

Under the direction of the building Principal, the Paraprofessional provides instructional support to students under the direct supervision of a teacher. Title I paraprofessionals may not be assigned non-instructional duties such as supervising playground or cafeteria and may not be assigned to substitute for paraprofessionals in on-Title I positions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes toward appositive, professional working and learning environment;
- Assists in collecting and compiling student scores and records;
- Assists in planning lessons and activities for smaller groups or individuals under the direction of the teacher;
- Tutors and assists students individually or I small groups in order to help them master reading and math assignments and reinforce learning concepts presented by teachers;
- Discussing assigned duties with classroom teachers in order to coordinate instruction efforts;
- Observing students' performance and recording relevant data to assess progress;
- Assisting teaches in administration of reading progress;
- Being flexible and performing other duties relating to general job function as assigned by supervisor;
- Contribute to maintaining a safe, risk-free working and learning environment;
- Making the wellbeing of students the fundamental value in all decision making;
- Establishing and maintaining cooperative working relationships;
- Being alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation;
- Performing all duties in a safe and prudent manner as directed by supervisors;
- Responding to all internal and external customers, in a prompt, friendly efficient and patient manner;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Keep in confidence student records and information as required under FERPA;
- Adheres to district and school rules and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Mandated reporter for Child Abuse and Neglect;

- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES:

- Position supervises students.

EDUCATION and/or EXPERIENCE:

- Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or
- Obtain an associate's degree (or higher); or
- Meet a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment in the following areas:
 - 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.
- The State Board of Education approved the following formal assessments by which a paraprofessional may choose to demonstrate this knowledge:
 - Basic Skills Examination
 - A passing score on the MTTC Basic Skills Test
 - A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Examination or the Professional Readiness Exam
 - ETS Paraprofessional Assessment
 - A passing score of 460 is required
 - Proficiency in all language arts skills areas.
- Ability to work well with students, the public, and other employees.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required;
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to explain and demonstrate appropriate teaching techniques;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment

conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines "reasonable accommodation" as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I

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understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department.”

Employee Signature

Date

Employee Services Signature

Date