Instructional Paraprofessional

Title	**Instructional Paraprofessional**
Purpose	The Instructional Paraprofessional assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Instructional Paraprofessional works closely with the staff and administration of the cooperative and school district.
Supervision	School Principal and Director of Special Services
Benefits	- Fringe Benefit as scheduled by the Board of Education. - Sick Leave: One (1) day for each full month of employment accumulative to a total of seventy (70) days. - Personal Leave: One (1) day per year, non-accumulative. One (1) other personal day may be taken and deducted from sick leave. - Bereavement Leave: Two (2) days per year, non-accumulative. One (1) other bereavement day may be taken and deducted from sick leave. 11 paid holidays
Qualifications	- High School diploma or equivalent. - Experience with children is preferred. - Health and Inoculation Certificate on file in the District Office. - Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle. - Desire to continue professional growth.
Physical Requirements & Conditions	- Requires prolonged sitting or standing. - Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 20 lbs. - Occasional stooping, bending, and reaching. - Must work indoors and outdoors year-round. - Must work in noisy and crowded environments. - Must be able to climb stairs and use a small stepladder.
General Responsibilities	- Assist in facilitating the personal, social, and intellectual development of students. - Assist in establishing a positive learning environment, and respond to the individual needs of students. - Ensure that all activities conform to district and cooperative guidelines. - Communicate effectively with all members of the school district, cooperative, and community. - React to change productively and handle other tasks as assigned.

	- Appropriately operate all classroom equipment. - Support the value of an education. - Support the philosophy and vision of the school district.
Essential Functions	- Assist in the instruction and supervision of students. - Observe, record, and report student behavior. - Assist students with remedial work. - Tutor students as directed. - Assist with small group instruction. - Monitor student progress. - Assist students in games and in the proper use of playground equipment. - Use appropriate behavior management techniques to maintain a positive climate for learning. - Motivate students through effective communication and evaluative feedback. - Set high expectations for student achievement and behavior. - Demonstrate effective interpersonal relationships with others. - Assist in providing for the special physical needs of students. - Escort/transport students to and from various school facilities and areas. - Provide daily feeding and/or mealtime supervision, toileting and hygiene care as needed. - Grade papers and assist with record keeping. - Take attendance and record absences. - Prepare instructional materials and supplies for use. - Attend staffings and general staff meetings. - Assist in the maintenance and inventory of materials. - Work effectively with students, teachers, parents, community agencies, and other groups. - Assist in safeguarding confidential information. - Immediately report accidents, assaults, destruction of property, and abusive behavior to the Instructor and Principal. - Adhere to required program guidelines as defined by the Kansas Plan for Special Education. - See that district and cooperative policies are observed during all activities. - Keep abreast of new information, innovative ideas and techniques. - Adhere to all district and cooperative health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan. - Other duties as assigned by the Instructor, Principal, or Director of Special Education.

6/13/22