



DISTRICT-WIDE PARAPROFESSIONAL

SUMMARY:

A Paraprofessional will work closely with students with a variety of skill levels on a regular basis in an effort to provide them with developmentally appropriate activities. The requirements listed below are representative of the knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities. Any combination of education and experience could demonstrate possession of the requisite knowledge, skills, and abilities.

ESSENTIAL FUNCTIONS:

1. Function as district-wide assistant in a variety of capacities on an “as needed” basis.
2. Assigned to the district office and assignments, locations, job duties will fluctuate as assigned.
3. Assists the students to whom they are assigned with physical tasks such as putting on and removing outerwear, moving from room to room, and using the lavatory.
4. Under the direction of the teacher, adapt classroom materials to meet the needs of assigned students.
5. Serves as a resource person, if and when requested.
6. Accompanies the student(s) to whom they are assigned when trips to the office or other areas of the school are necessary.
7. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
8. Provide outside recess supervision responsibilities and lunch/cafeteria supervision.
9. Provide short-term substitute teaching and follow all assigned lesson plans K-12th grade.

NON-ESSENTIAL FUNCTIONS:

Other duties as assigned. Must be willing to accept fluctuating job responsibilities on a daily basis.

COMPETENCIES:

1. Ability to maintain confidentiality;
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
3. Ability to assist with all aspects of a daily routine, including distributing and collecting supplies, keeping attendance records, and grading as needed;

4. Ability to understand classroom methods and other information quickly and be able to put methods into practice;
5. Ability to provide one-on-one instructional assistance in assigned areas;
6. Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs;
7. Knowledge of school-age children's behavior and behavior modification;
8. Knowledge of how to operate a personal computer and related software;
9. Effective interpersonal, communication, conflict resolution, time management, and record-keeping skills.

REPORTS TO:

District Office/Superintendent
Building Principals as directed

WORK ENVIRONMENT:

Mostly works in school settings, both indoors and outdoors as assigned.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand, walk, lift up to 50 pounds, reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must sometimes climb or balance.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position with benefits. Days and hours of work are Monday through Friday, 8:00 a.m. to 3:30p.m. (7 hours/day). This position operates for 180 days out of the year.

Salary Grade Level B

TRAVEL:

Some travel may be expected for this position.

REQUIRED EDUCATION AND EXPERIENCE:

1. Eligible to meet Federally Qualified paraprofessional criteria (2-year degree, 48 college credits, or passing score on HELP / ParaPro Exams).
2. CPR and First Aid Certification.
3. Valid Alaska Driver's license.
4. Ability to work well with children.
5. Willingness to perform various job-related duties as situations require a strong sense of teamwork, and the ability to work cooperatively with others.

PREFERRED EDUCATION AND EXPERIENCE:

1. Prior experience working with school-age children.
2. Demonstrated skills of patience, empathy, caring, and compassion.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

The successful candidate will be required to present a valid criminal background check upon hire.

EEO STATEMENT:

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee

Date

Revised: September 20, 2022