

WFPS JOB DESCRIPTION

Position Title: Student Paraprofessional

Department: Special Education

Reports To: Special Ed. Teachers and School Principal

Date of last revision: December 2022

Summary

Under the direct supervision of a certified staff member, to assist certified professional staff with students in the classroom to meet instructional goals and objectives, and to free certified professional employees from non-professional duties such as proctoring study halls to enable them to contribute to other aspects of the educational program, such as curriculum development.

Essential Job Functions

- Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
- Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests, and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Accompanies students on field trips for the purpose of assisting with supervision.
- Constructs, copies and distribute and use educational materials as needed.
- Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement if IEP objectives, etc.
- Serves as resource for the student personnel evaluation team as needed.

- Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
- Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
- Adherence to HIPPA and FERPA confidentiality requirements.

COOPERATIVE WORK EXPERIENCE

SUPERVISOR RESPONSIBILITIES: Mentor and provide feedback on the Career Ready Practices.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Current student of Sheyenne High School, West Fargo High School or Horace High School
- Age 16+ with preference given to students who will be seniors and juniors

Education and/or Experience:

- Completion of the Peer to Peer 1 and 2 classes.
- Certificate of completion of Paraprofessional Modules.
- Excellent verbal, written and interpersonal communication skills
- Physical ability to perform job-related duties

Job Skills & Qualifications:

Language Skills:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to students.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages and to plot data graphically.

Other Skills and Abilities:

Ability to work effectively with students who possess varying levels of abilities. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to use computers and other forms of technology. Ability to follow instructions, receive feedback, and implement feedback. Ability to perform duties with awareness of all district requirements and Board of Education policies. Understanding of confidentiality and commitment to abide by confidentiality regulations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*