

Lockwood School District #26
Job Description

TITLE: Instructional Paraprofessional

REPORTS TO: Building Principal

SUPERVISES (if applicable): N/A

JOB DEFINITION OR GOAL: Under general supervision, to assist in conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive tasks for instructional personnel; and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
2. Tutors students individually or in small groups to reinforce and follow-up learning activity.
3. Oversees and supervises students during classroom activities, in library, on field trips, and at lunch and recess.
4. Assists in the development of a variety of instructional materials.
5. Performs a variety of regular clerical duties, such as filing, typing or duplicating materials.
6. Maintains student records, attendance and files.
7. Operates a variety of instructional media, office machines and equipment.
8. Maintains discipline in the absence of the teacher.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

1. Bachelors Degree from an accredited university, Associates Degree, 60 college credits in the area of education or a related field, successful completion of a proficiency test that meets state mandated guidelines.

2. General concepts of child growth and development and child behavior characteristics.
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3. English usage, punctuation, spelling and grammar.
4. Routine record keeping.
5. Demonstrates an understanding, patient, warm and receptive attitude toward children.
6. Maintains cooperative working relationships with students, staff, parents and the general public.
7. Performs routine clerical work and basic arithmetical calculations.
8. Understand and carry out oral and written instructions.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 50 pounds.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee will be required to work in outside weather conditions. The noise level in the work environment is usually moderate but may be loud at times.

The employee must work well under pressure to meet multiple and sometimes competing deadlines. The employee shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.