

Smith County Board of Education

Job Description

PARAPROFESSIONAL – Federal

JOB SUMMARY

To provide assistance to teachers, secretaries, and clerical personnel when needed.

QUALIFICATIONS- Federal Requirements for Paraprofessional jobs in Tennessee

Federal regulations for paraprofessional jobs in Tennessee come from the No Child Left Behind (NCLB) Act. You are required to meet these standards if:

- You help the teacher instruct students AND
- You work in a Tennessee school district that is funded by the NCLB Act OR
- You are paid with NCLB funds, even if NCLB does not fund the entire district.

If this describes your job, the NCLB Act in Tennessee says you must:

- Have a high school diploma or GED AND
- Complete 2 years of education (48 semester hours) at an accredited college or university OR
- Pass the ParaPro assessment with a score of 456 or better.

Paraprofessional jobs in Tennessee that do not involve helping the teacher instruct students are NOT subject to these federal standards.

Translators with no instructional duties, and paraprofessionals who assist in parental involvement activities, are required to have a high school diploma or GED. However, they do NOT have to meet the rest of the federal standards.

PHYSICAL DEMANDS: This job may require lifting of objects that exceed 50 lbs., or the average weight of a student, if assigned to elementary school, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- pushing and/or pulling
- climbing and/or balancing
- stooping, kneeling and/or crawling
- reaching
- talking
- hearing
- seeing

ESSENTIAL FUNCTION/JOB DUTIES

- Report to Teacher/Principal/Supervisor
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
- Operates and cares for equipment used in the classroom for instructional purposes
- Distributes and collects workbooks, papers, and other materials for instruction
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips

- Checks notebooks, corrects papers, and supervises testing and makeup work as assigned by the teacher
- Works with individual students or small groups of students to reinforce learning of material or skills
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job
- Checks and records attendance
- Arranges bulletin boards
- Types and duplicates tests, worksheets and supplementary materials
- Assists in supervising students in the classroom and on campus
- Assists the teacher in assimilating materials for class displays
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job
- Establish and maintain satisfactory, respectful working relationships within the school environment
- Must be able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
- Must be able to make generalizations, evaluation, or decisions based on sensory or judgmental criteria
- Must not discuss confidential school business, or student records in or out of school or with peers
- Perform other duties as assigned

GENERAL REQUIREMENTS:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.