

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL PARA-PROFESSIONAL

SUPERVISOR: Teacher and Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Good verbal and written communication skills
3. Must be neat, responsible, punctual, dependable
4. Be sensitive to needs of students and be able to relate well with students & staff
5. Maintain current TB testing as required by Health Department regulations.

ESSENTIAL DUTIES:

1. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
2. Administers tests, homework, make-up work, etc. for the purpose of supporting teachers in the classroom.
3. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
4. Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating student progress.
5. Maintains instructional materials and/or manual and electronic files/records for the purpose of facilitating instruction; recording student information; and/or meeting mandated requirements.
6. Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
7. Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and ensuring students' success in school.
8. Provides short-term classroom supervision during teachers' collaboration times, etc., as directed by building administration. This would be for periods of time not exceeding 3 separate class periods in a single day.
9. Demonstrates dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
10. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.
11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Demonstrates required mobility, agility and dexterity to work with students
2. Ability to move, lift, pull or push objects
3. Remains attentive to students while working in noisy, crowded environments with numerous interruptions
4. Requires regular attendance and physical presence at the job

TERMS OF EMPLOYMENT: At will

EVALUATION:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 1/8/2018