

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Paraprofessional I
Job Family: Student Support
Department: Student Services and School Based
Typical Work Year: 9 months

Pay Grade: Support Staff, Range 4
FLSA Status: Non-exempt
Prepared Date: July 1, 2015

SUMMARY Assist teacher with instructing students, reinforcing materials and skills, implementing curriculum, maintaining technology, and/or managing student behavior. Assist in supervising students throughout the day.

ESSENTIAL DUTIES AND RESPONSIBILITIES *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 60% May assist teachers with one or more of the following: implementing lesson plans; maintaining classroom; reinforcing skills and materials; administering, scoring, and/or recording assessment information; progress monitoring students; preparing instructional materials; performing clerical duties; maintaining files, records, and/or progress reports; preparing learning environment with needed supplies and materials; tutoring; and/or leading activities with small groups or one-on-one.
- D 20% Supervise and monitor student behavior during daily activities (cafeteria, playground, hallway, to/from buses, cross walks, field trips, etc.)
- D 10% May assist with office duties including answering phones, updating and maintaining databases, maintaining records, directing visitors, preparing reports and correspondence, processing mail, filing, keyboarding.
- D 5% Attend appropriate building meetings, in-services, school functions, and/or trainings.
- Ongoing 5% Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent. Basic Skills Competence (Minimum 2 years of college ,e.g. associates degree, or 48 semester hrs of college coursework) OR Pass paraprofessional test (CDE and NCLB qualifications) prior to being hired.

EXPERIENCE: None required. Experience in a school setting and/or educational training preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required. May require CPR and First Aid certifications within 3 months after hire.

SKILLS, KNOWLEDGE, & EQUIPMENT: Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive and professional work climate. Employs a commitment to customer service and student safety. Interpersonal, communication, basic language, basic math, and basic writing skills. Desire to work with children and children with special needs. Basic operating knowledge of general office equipment and microcomputers preferred.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Ability to use proper English grammar, punctuation, and sentence structure
- Multilingual oral and written communication skills preferred
- Ability to manage multiple priorities
- Ability to work effectively and cooperatively in a team setting
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to assist in supporting classroom management systems and reinforcement systems
- Ability to use effective interventions for at risk learners

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Building or Administrator
Licensed Teacher(s)

Direct Reports: This job has no supervisory responsibilities

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, lunch, and to and from classes.

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy			X	
Coordinate		X		
Instruct				X
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			

Work in high, precarious places	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals	X		
Outdoor weather conditions		X	
Extreme cold (non-weather)	X		
Extreme heat (non-weather)	X		
Risk of electrical shock	X		
Work with explosives	X		
Risk of radiation	X		
Vibration	X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date