



Salome Elementary School District

Position Description

JOB TITLE:	PARAPROFESSIONAL (1)
REPORTS TO:	Teacher
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	

SUMMARY: Assists the teacher in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional programs and available resource materials.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists individual or groups of students in performing assignments per teacher's guidelines. Explains and reviews lesson assignments. May assist students in the use of the English language when required.
- Prepares for daily classroom activities (lesson plans, instructional games, etc.) through joint and cooperative advanced planning with supervising teacher. Prepares needed materials and supplies.
- Assists students with special projects such as computer lab, sewing, cooking, etc.
- Assists individual students in need of special attention.
- May develop and implement specific lesson plans at teacher's request in all subjects, per the curriculum guide.
- Scores tests, workbooks, book reports, assignments and homework in accordance with teachers' answer key. Records grades and scores in teacher's grade book or into computer record.
- May perform clerical functions such as typing, copying, filing, laminating, etc.
- Compiles honor rolls lists and assists in preparation of report cards.
- Assists teacher in test administration. May assist teacher in parent/teacher/staff conferences as required.
- Assists in preparation of bulletin boards and various classroom theme decorations throughout the school year.
- Monitors student behavior, assisting in disciplinary measures as needed. Models appropriate behavior at all times.
- Attends instructional classes and workshops for professional development and improvement.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of accepted techniques and methods instructing children.
- Ability to communicate effectively verbally and in writing and perform mathematical calculations.
- Knowledge of specialized equipment used in the instruction of children, e.g. audio-visual equipment.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies; including mandatory reporting procedures.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Associates degree (or higher) or completion of two years (60 semester-hour credits) of study at an institution of higher learning required; or the successful completion of AZ Dept. of Education approved Academic Assessment Test (transcripts or test results must be provided)
- 1 year of experience working with children
- Finger Print Clearance
- Any equivalent combination of training, education and experience that meets minimum requirements

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook and with specialized computer-based equipment and software.

Technology Proficiency: Utilizes all appropriate, available and relevant technology to ensure duties are performed effectively.

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

While performing the duties of this job, physical exertion is required only to supplement normal sedentary work. Assistance is available to perform physically demanding tasks if needed. Work may involve sitting for extended time periods, standing, walking, stooping, bending, reaching and grasping. Occasional lifting and carrying weights up to 50 pounds may be required. Vision and hearing must be acceptable to perform job functions. Verbal communicative ability required in public contact positions.

WORK ENVIRONMENT:

Indoors, and outdoor environment, in all types of weather. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with students, staff and the public.

Disclaimer: *The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.*

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.