

Meeker School District Re-1

Job Description

Title: Classroom Paraprofessional
Department(s): Instructional
Reports to: Teacher and/or Building Principal
Work Year: Student Days + 4



Job Summary:

Perform day-to-day activities of teaching students in the regular classroom while under the supervision of an appropriately endorsed teacher.

Summary of essential job function:

1. Provide direct instruction and reinforce academic subjects, vocational and community skills or English language acquisition under supervision of teacher for Special Education, ELL, or general classroom students. Provide instruction and reinforcement in a variety of settings, i.e. special education classrooms, community locations, general education classrooms, and school grounds. May provide vocational skills by modeling and assisting students with domestic and clerical duties.
2. Supervise students in the classroom, on the playground, and/or in the lunchroom.
3. Prepare lesson plans and grades as directed by supervising teacher.
4. Perform clerical duties such as typing, filing, copying, answering phones, ordering supplies and maintaining inventory of forms and supplies.
5. Use instructional equipment, including computers and audiovisual and adaptive equipment.
6. Help implement behavior management plans
7. Perform other duties assigned by the teacher or principal.
8. Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
9. Demonstrate regular attendance and punctuality.
10. Adhere to the appropriate code of ethics and student confidentiality.
11. Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Qualifications and Experience:

- High School diploma or equivalent required.
- Experience working with children, preferably in a learning environment.
- Ability to establish and maintain cooperative relationships with student, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.

- Operating knowledge of Microsoft Office Suite and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must have the ability to lift 40 lbs and carry 20 lbs. May be required to stand and circulate for extended periods of time.

Work Environment

- The noise level in the work environment can be loud and distracting at times.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.