



## *Position Description*

# **Instructional Paraprofessional**

*Salary Level: Based on Paraprofessional Contract*

*Prepared Date: September 3, 2009*

*Contract/Benefits: Based on Paraprofessional Contract*

*Prepared by: Dr. C. Russell Mayo, Deputy Supt.*

*Department or Area: Instruction*

*Approved By: Dr. Karen Angello, Superintendent*

*Reports To: Principal*

### ***Qualifications:***

1. Must meet educational requirements for “highly qualified paraprofessional,” as defined by the federal laws and No Child Left Behind.
2. Must meet basic reading, writing, and math competencies.
3. Valid Act 34, 114, and Act 151 clearances.
4. Valid tuberculosis test and physical examination with ADA reasonable accommodations stipulated, as appropriate.
5. U. S. citizen or holder of a valid work visa.
6. Such additional or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable.

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.

### ***Summary***

Assists in providing a safe, supportive atmosphere and an environment conducive for learning for all students. Implements the instructional directives of the professional employees, as assigned by the principal.

### ***Essential Duties and Responsibilities***

1. Assist the principal and other professionals in maintaining a safe and orderly, but non-oppressive, environment in the school.
2. Assist the principal and other professionals in the delivery of appropriate instructional and tutorial strategies.
3. Assist all students in building routines and in mastery of instructional materials involving ESOL, Title, special education, library, reading and related areas.
4. Respond appropriately to emergency situations as per standing orders and other policies and procedures.
5. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Superintendent of Schools or principal.

### ***Competencies***

To perform the job successfully, an individual should demonstrate the following competencies:

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*Interpersonal Skills*

Displays a positive role model for students at all times; maintains confidentiality; shows respect and sensitivity for cultural differences; is open to the views of others; works well with others; is a team player.

*Organizational Skills*

Strictly follows standing orders, policies and procedures; reports on-time to all assignments; completes all necessary forms and reports in a timely fashion.

*Personal Competencies*

Exhibits sound and accurate judgment; treats people with respect; works ethically and with integrity; uses time efficiently; approaches others in a tactful manner; reacts well under pressure; follows instructions and responds to supervisory direction; takes responsibility for own actions.

***Physical Demands***

The physical demands described here are representative of those that must be met to successfully perform the essential duties of this job. Reasonable accommodations may be made to comply with the intent of ADA.

While performing the duties of this job, the incumbent is regularly required to talk and hear. The incumbent is frequently required walk, climb stairs and bend. Lifting and carrying weights of 25 pounds short distances is required. The use of hands and fingers to handle documents, telephone, etc. is required. The incumbent is regularly required to stand, sit, and reach with hands and arms. Close vision, distance vision, and the ability to focus are required. Some positions may require attending to the physical and hygiene needs of children and may require additional physical demands.

***Evaluation***

Evaluation of this position is completed by the principal.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*