

Mountain Home Public Schools Job Description

Paraprofessional

Department: Assigned Building

Reports To: Assigned teacher; Principal

1. Summary

Works under the supervision of the teacher and assists in the daily instructional program.

2. Essential Duties and Responsibilities

- Assists teacher in routine classroom operation.
- Implements/follows teacher's instructions for classroom procedures.
- Prepares planned instructional materials, attendance reports and class reports as assigned.
- Assists developing and maintaining class and student records.
- Assists in the supervision of students while they are boarding and exiting buses, Going to special classes, in the cafeteria, on the playground, in the classroom during the teacher's absence.
- Assists with behavior management programs and techniques.
- Understands and assists in meeting the special needs of students.
- Maintains confidentiality and observes professional ethics.

3. Supervisory Responsibilities

Supervises students when the teacher is not present.

4. Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed in Sections 4.1–4.6 are representative of the minimum amount of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1 Education and Experience

Associates degree or 60 college credit hours. Praxis Paraprofessional exam may be substituted for college hours, but must have a high school diploma (no GED).

4.2 Certificates, Licenses, Registrations

Associates degree or 60 college credit hours. Praxis Parapro exam may be substituted for college hours, but must have a high school diploma (no GED).

4.3 Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, memos, or reports. Ability to effectively present information in one-on-one and small group situations to students or other employees of the organization.

4.4 Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

4.5 Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

4.6 Other Skills and Abilities

Ability to work with young children. Ability to interact with public and other staff is required. The ability to tell where sound is coming from is essential in this job. Ability to meet multiple demands from several people. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

5. 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to handle or feel objects, tools, or controls and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee may be required to lift materials of lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

6. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

7. Disclaimer

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

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