TITLE: Education Paraprofessional

QUALIFICATIONS: 1. High school diploma or equivalent.
2. Demonstrated organizational and technical competencies needed to develop and reproduce instructional materials.
3. Ability to follow written and oral instructions.
4. Demonstrated positive interpersonal skills in dealing with children and adults.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Designated Administrator

JOB GOAL: To provide assistance to the teacher and/or supervisor in achieving the objectives of the school/department and/or to assist students in meeting academic, social, and personal goals.

ESSENTIAL FUNCTIONS:
1. Assists in the instructional process by working with individual students, small groups or in learning labs or field trips as directed.
2. Assists in the maintenance and utilization of software and hardware available in various student programs.
3. Prepares instructional materials as assigned.
4. Performs routine clerical and record keeping as directed.
5. Assists in providing for the safety of students.
6. Demonstrates a sympathetic understanding of individual students, their needs, interests and abilities.
7. Maintains a high level of ethical behavior and confidentiality concerning information about students and staff.
8. Participates in training programs when appropriate.

OTHER RESPONSIBILITIES:
1. May be assigned to back up other assistants in areas such as ESE or Clinic after appropriate training.
2. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:
1. Ability to exert up to 50 pounds of force occasionally and/or 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.
ASSESSMENT:
Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 12-20-74
Revised: 11-18-86 (Aide, Basic and E.S.E.)
Revised: 07-15-97 (Teaching Assistant, Basic)
Revised: 11-17-98 (Name Change Only)