



### **Substitute Paraprofessional Job Description**

Job Category: Per Diem/Hourly

FLSA Status: Non-Exempt

#### **GENERAL DEFINITION**

Assist students and school personnel in accordance with the goals and directives of the schools and states.

#### **ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES**

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintain Safe Work Environment at all times
- Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work.
- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
- Observe student behavior and learning, communicating observations regularly with the teacher.
- Assist the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non – instructional tasks as assigned.
- Assist the teacher and students with cleanup from activities.
- Assist students with the use of specialized equipment.
- Accompany and assist the teacher in supervision on approved instructional field trips.
- Arrange furniture and equipment for various learning activities and experiences.
- Maintain the orderly arrangement of materials and equipment within the classroom.
- Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
- Help students with clothing, grooming, health habits, and bathroom activities as needed.
- Communicate to the teacher any unusual situations or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
- Assist the teacher in handling interruptions and emergencies.

- Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

### **SPECIAL REQUIREMENTS**

- Candidate must be at least 21 years of age
- Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting)

### **PHYSICAL DEMANDS/REQUIREMENTS**

- Duties performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
- Constant walking, standing, stooping, lifting, up to approximately 50 to 100 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise and hazards.
- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Regular instruction to special needs children may be necessary.
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.