PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
phone 208-495-1141 ~ fax 208-495-1142
www.msd136.org

Title: Classroom Paraprofessional
Pay Grade: As Per District Classified Scale
Supervisor: Building Administrator

Job Summary:

To work under the direction of the K-12 Teacher or Building Principal in achieving the educational goals and objectives of all students through individual, small group, or whole group instruction.

Essential Duties and Responsibilities:

Most report to work on site and on time.

Working with Students

1. Maintain high academic standards and expectations
2. Provide tutorial help to students following lessons prescribed by the teacher and reinforce material and skills using a variety of methods as directed by certified staff
3. Provide immediate feedback on student performance to students and to the supervising teacher
4. Respond to students' questions and requests for assistance
5. Observe students' work and study habits
6. Observe and record students' time on task when needed
7. Assist students in locating prescribed instructional materials and starting their assignments
8. Assist the classroom teacher in the delivery of an effective instructional program
9. Work with individual students or small groups of students to reinforce learning of material and skills introduced by the teacher
10. Help students master equipment or instructional materials assigned by teacher
11. Provide individualized instruction activities using materials and sequences selected by the supervising teacher
12. Identify pupil needs and provide instruction appropriate to those needs
13. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
14. Assist with such large group activities as drill and practice, reading aloud, and storytelling, and participate in other forms of oral communication with students
15. Guide independent study, enrichment work, and remedial work assigned by the teacher
16. Assist students in the library or media center
17. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
18. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
19. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students
20. Encourage students to strive to meet their highest potential

21. Communicate classroom rules and encourage students to set and maintain standards of classroom behavior

Other Classroom Assistance

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Alert the supervising teacher to any problem or special information about an individual student
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
4. Keep the supervising teacher informed of activities and any issues that may arise
5. Operate and care for equipment used in the classroom for instructional purposes
6. Distribute and collect workbooks, papers, and other materials for instruction
7. Help the teacher to plan and maintain bulletin Boards and other classroom learning displays
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
9. Help very young students with their clothing and snack time routines

Other

1. Keep accurate records and maintain individual records for each student
2. Complete clerical duties as assigned by the supervising teacher
3. Attend faculty meetings as required
4. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
5. Seek assistance should emergencies arise
6. Represent the school district in a positive manner
7. Know and follow school district policy and chain of command
8. Perform other duties as assigned

Qualifications:

1. High School Diploma or equivalent required. Pass the required Paraprofessional assessment or two years of college coursework. Ann Associate's Degree in education or related field is preferred.
2. Previous aide or teaching experience preferred
3. Knowledge of child growth and development and appropriate classroom practices
4. Demonstrated ability to assist with instructional activities
5. Knowledge of subject matters and ability to instruct students at the direction of the teacher
6. Knowledgeable with word processing, data bases, spread sheets, and reports
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

Terms of Employment:

NOTE
All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____