

Granite Falls School District
Job Description
PARAPROFESSIONAL - Instructional

GENERAL SUMMARY

Depending upon individual assignment to general or special education classrooms, learning support centers, preschool and/or alternative classroom placement or communication remediation, the paraprofessional performs all or a combination of the following duties:

TYPICAL DUTIES

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

1. Tutors students individually or in small groups in a variety of learning activities to promote student understanding of materials presented. Provides encouragement, reinforcement and achievement of educational objectives and goals defined by certificated teacher(s). May administer and supervise tests or other measurements.
2. Communicates with teacher(s) concerning individual student progress; adjusts methods to meet the needs of a wide variety of students; consults with certificated staff concerning remediation or enrichment activities.
3. Assists teacher in maintaining records, logs, charts, assignments and other records for assessment of student progress. May correct, score or grade tests, papers and assignments according to guidelines or instructions; may schedule appointments; may set up and run machines.
4. Monitors student behavior in classrooms, playground, halls, at lunch or breaks, at bus boarding areas, on field trips, at vocational work sites, and at other sites as assigned to promote safe and appropriate student behavior. Models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures. Instructs students in behavioral rules and codes for student safety, socialization and individual growth.
5. Assists students with the mastery of interpersonal and personal skills; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
6. Establishes and maintains effective communication with students, staff, parents and the public, for student progress and safety and community relations.
7. Provides first aid to injured or ill students as appropriate.
8. Locates, develops, and/or modifies materials for student use, enrichment activities and special projects.
9. Prepares, duplicates, collates and distributes materials; operates a variety of office equipment.
10. Maintains physical appearance of classroom, hallways and other assigned areas; maintains, assembles and stores play ground equipment as assigned; maintains supplies as assigned.
11. Serves as member of instructional team of the District such as attendance of building meetings as requested; performs related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

Reports to building principal

MENTAL DEMANDS

Requires ability to read and write sufficiently to follow written instructions, understand classroom instructional materials, complete written records, etc.; requires basic K-6 math skills for elementary assignments with some beginning algebra skills at the secondary level; experiences frequent interruptions requiring quick return-to-work and concentration skills; requires adaptability and flexibility in dealing with a wide range of student behaviors and learning styles and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations in a classroom setting and when working with students with special needs; requires cooperation and ability to work as a team member; requires good organizational skills.

PHYSICAL DEMANDS

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; exposure to infectious diseases carried by students; exposure to student noise levels; may require prolonged standing, sitting, bending (stooping).

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MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent and one of the following: 1) Two years of post-secondary study at an institution of higher education or; 2) AA degree or higher or; 3) or have passed the Educational Testing Service assessment. (A sample test is available for review online at <http://www.ets.org/parapro/about>) The cost for the Educational Testing Service ParaPro assessment is \$55.00; experience working with school-aged children. Tutorial experience desirable; demonstrated proficiency in designated academic subjects preferred in some positions.

Licenses/Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license, depending on assignment CPR & first aid cards may be required.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.