

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: PARAPROFESSIONAL – CLASSROOM

(Formerly Instructional Aide – Regular Education and/or Special Education, including High Needs)

EMPLOYEE CLASSIFICATION: Non-Exempt, Classified

MINIMUM QUALIFICATIONS:

- Associate degree or passing score on ParaPro test required
- High school diploma or equivalent
- Effective written and verbal communication skills
- Knowledge of, experience with, and ability to deal with students in PreK-12th grades
- Current CPR and first aid certification or ability to obtain certification (District to provide training.)

OVERVIEW OF JOB DESCRIPTION:

- To assist certified teachers to provide a well-organized, smoothly functional class environment in which students may take full advantage of the instructional program and available resource materials.
- To provide instructional support services directly to students.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains rapport with students, employees and community.
3. Accommodates the needs of students at the point of service.
4. Assists in the supervision of students between programs and regular activities.
5. Assists teacher in implementation of behavioral management strategies, instructional objectives, and student IEP goals and SEI goals as needed.
6. Assists with ongoing program evaluation procedures and required testing.
7. Assists the certified staff in the monitoring and recording of student process.
8. Prepares training materials and maintains supplies as instructed by the teacher.
9. Assists in the ongoing collection of information on attendance, grades, attitudes and discipline for students, especially focusing on at-risk students.
10. Instructs individual students using instructional objectives and lessons developed under the supervision of a highly qualified, certified teacher.
11. Documents care delivered to student(s) as outlined in a student's individualized education plan.
12. Participates in staff development activities to improve skills.
13. May substitute for the teacher in emergency situations.
14. Assists in non-instructional duties, including but not limited to hall, lunchroom, and grounds monitoring as directed.
15. Performs other job related duties as assigned.

REPORTS TO: Principal/Assigned Teacher(s)

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.