

DE SOTO #73 PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Paraprofessional
STATUS: Non-exempt; hourly
REPORTS TO: Teacher; Director of Special Education; Building Principal
PAY CATEGORY: Non-Exempt Salary Schedule

POSITION SUMMARY: Assist teachers in the classroom with daily instructional activities which increase student academic achievement. Assist with and perform non-instructional activities, including hygiene, physical, and personal care of students.

UNIVERSAL EXPECTATIONS:

1. Recognize that every position in the district contributes to student academic achievement and serves as a role model for all students.
2. Lead within your department/building to create learning environments and experiences that directly contribute to student academic achievement.
3. Collaborate to identify and respond to student needs in order to support academic achievement.
4. Prepare for work in a way that supports student academic achievement.
5. Engage in positive interactions and strengthen relationships with families and community members to support students' academic achievement.
6. Actively participate in district processes to support continuous improvement aimed at increased student academic achievement.

ESSENTIAL FUNCTIONS:

1. Provides continuous improvement to increase student academic performance.
 - a. Foster a cohesive, clear vision for teaching and learning that aligns all aspects of instruction to increasing student academic achievement.
 - b. Utilize knowledge of a variety of instructional techniques to assist in the improvement of student academic achievement.
 - c. Assist in delivering lessons which are aligned and rigorous and appropriate for students.
 - d. Assist with creating a classroom culture which is focused on academic achievement, characterized by a shared belief in the importance of learning; establishes high expectations and personal achievement.
 - e. Follows classroom/building procedures for identifying student's learning characteristics and needs, monitoring student progress, and evaluating learning strategies and instructional approaches.
 - f. Implements strategies for assessing students' skills within curricular areas including academic, social, and daily living.
 - g. Utilizes specialized materials, equipment, and assistive technology for individuals with disabilities and understands the use of adaptive equipment for students with disabilities.
 - h. Utilized appropriate classroom management theories and methods; with strategies for individual behavior management, crisis prevention, intervention, de-escalation techniques, and the balance between classroom management with academic teaching strategies.
 - i. "Pushes in" and co-teaches in the least restrictive environment, when necessary.
 - j. Demonstrates understanding of student's disability; keeps firm hand and is courteous and fair.
 - k. Tutor students individually or in small groups to reinforce and follow up learning activity.
 - l. Assists in administering pre and post-tests.
 - m. Monitors student classroom academic testing results and correlates that information to the planning for the students.
2. Performs duties which assist with supporting the needs of the classroom or students.
 - a. Manages and instructs small groups of students when the teacher is not available.
 - b. Help or assist with duplicating and collecting educational paperwork.
 - c. May provide or assist with appropriate CPI restraining and documentation.
 - d. Participates in physical activities, which are a part of the students' basic program.
 - e. Assist in the cafeteria and recess/activities as needed. May escort children to and from various rooms.
3. Regularly communicates with appropriate individuals to support student academic performance.
 - a. Prepares a variety of correspondence, reports and other materials for the purpose of documenting activities, providing written reference, and/or conveying information
 - b. Responds to inquiries from a variety of internal and external.
 - c. Provides effective staff communication; collaborate and resolve conflicts with others.
 - d. Promotes a positive image of De Soto Schools to students, staff and visitors.
3. Assist with physical and personal care of students as needed which may include pushing wheelchairs, changing diapers, assisting with toileting, feeding students, use of trained approved restraint methods and cleaning/sanitizing equipment and materials

4. Loads/unloads wheelchair bound students on bus, and/or waits with students for transportation.
5. Create and submit all reports and data required by state and federal law and the Superintendent when requested.
6. Set high expectations and model behaviors that foster mutual respect, integrity, accountability, and commitment.
7. Employs sound fiscal management procedures, methods, and techniques. Follows all fiscal management policies and procedures.
8. Works cooperatively with other staff members.
9. Continue one's own lifelong learning, develop talent and leadership skills in others, provide critical feedback, and receive critical feedback in order to maintain high standards for one's self and one's school.
10. Engages in professional development to stay current on researched-based instructional strategies and services, and seeks additional resources and assistance as needed to meet the individualized needs of students.
11. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with staff, students, and patrons.
12. Regular and consistent attendance is an essential function of this position.
13. Required to follow all Board policies, regulations, and procedures.
14. Performs all other duties as dictated by law and/or assigned by the Superintendent of Schools or designee

BASIC REQUIREMENTS:

1. 60 college credit hours.
2. Achieve and maintain DESE Substitute Certificate.
3. Ability to frequently lift, push, and pull up to 100 lbs.
4. Ability to work independently and as part of a team.
5. Excellent human relation skills.
6. Deadline and detail oriented. Ability to plan ahead, organize, and complete tasks without close supervision.
7. Ability to work effectively with all stakeholders.
8. Calm demeanor for handling stressful situations.
9. Ability to accomplish tasks that are often interrupted by persons with special and/or immediate needs
10. Knowledge of a variety of office equipment, technology, software, G. Suite, and other programs.
11. Knowledge of federal, state, and local legal guidelines and Board policies and procedures. Specifically those concerning special education requirements.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must frequently talk, hear, listen, and respond. The employee is required to have the ability to communicate both verbally and in writing, and interact effectively. While performing the duties of this job, the employee may be required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms. The employee is frequently required to stand and walk. The employee will occasionally stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and distance vision. The employee may lift, carry, or push up to 100 pounds, such as, to lift or push students and other equipment. The employee must routinely lift, carry, push materials or restrain students weighting up to 50 pounds, and may be required to restrain students weighing more than 100 pounds. In addition, the employee may position students with physical disabilities, assist nonambulatory students, and lift and move adaptive and other classroom equipment. The foregoing is not an exclusive list, and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised. The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate to loud level. The employee interacts with students, staff, and the public. This position involves possible biological exposure to bacteria and communicable diseases. The employee works primarily in a building but may work outside for recess duty or bus duty, temperatures may range from below 32 degrees to above 100 degrees when working outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

De Soto #73 Public School District is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, sexual orientation, gender identity, age, or disability in compliance with employment procedures.