Paraprofessional

Job Description

Purpose: The Paraprofessional assists in the operation of instruction and/or supportive services in the school system. To accomplish these tasks, the Paraprofessional works closely with the student, staff and administration of the Sitka School District. Paraprofessionals work in the following areas: Regular Education, Special Education, Pre-School, or Library.

Responsible to: Principal or designee

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High School diploma or equivalent.
2. Demonstrate computer competence.
3. Current First Aid and CPR Certificates.
4. Desire to maintain career improvement.

Essential Functions:

1. Assist professional staff in instructional and/or supportive services.
2. Ensure that all activities under the employee's direct supervision conform to district guidelines.
3. Communicate effectively with members of the school district and community supporting the values of education, promoting positive public relations and maintaining confidentiality regarding school related matters.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery related to specific job duties.
6. Work independently with initiative and cooperation with staff while providing for the safety and well-being of all children.
7. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.

Physical Requirements / Environmental Conditions:

1. Requires prolonged sitting, standing, and walking.
2. Will work indoors and outdoors year-round.
3. Will work in noisy and crowded environments.
4. Requires physical exertion to manually, move, lift, carry, pull, or push heavy objects or materials.
5. Requires stooping, kneeling, crawling, bending, turning, and reaching.
Specific Para Responsibilities:

1. Prepare and maintain instructional materials and supplies.
2. Assist in the supervision of students in class, on playground, and other areas as directed.
3. Tutor students as directed and assist individual students in need of special attention.
4. Perform specific instructional or related tasks as directed.
5. Attend regularly scheduled staff and in-service meetings deemed appropriate by building principal and compensated when said meetings extend working day.
6. Substitute for staff in case of emergency in classroom or other school areas.
7. Provide appropriate first aid as needed.
8. Substitute in school office as needed.
9. Other duties as assigned by building principal.

Specific Baranof Library Para Responsibilities:

1. Perform library circulation tasks.
2. Assist in the supervision and discipline of students in the library, on playground and other areas as directed.
3. Assist individual students in need of special attention.
4. Attend regularly scheduled staff and in-service meetings deemed appropriate by building principal and compensated when said meetings extend working day.
5. Assist students, teachers, parents, community agencies, and other groups in locating library materials.
6. Keep abreast of new information, innovative ideas and techniques, including participation in in-service programs, if appropriate.
8. Read to students and discuss with students’ proper book handling.
9. Other duties as assigned by building principal.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have received a copy of this job description:

Employee_________________________________________  Date____________________

Approval

Superintendent