

TITLE: Paraprofessional: Echo Glen

DEPARTMENT: High School Education

REPORTS TO: Building Principal or designee

POSITION SUMMARY: Under the direction of the building administrator, the Paraprofessional supervises and instructs individual and/or small groups of students under the supervision of a certificated teacher; supervises students in small and large group settings, and provides clerical support to staff. Employees in this classification will receive a variety of supervisory assignments and perform their work assignments in a self-contained, secured facility.

ESSENTIAL FUNCTIONS:

- Assists in implementing individually defined behavioral and/or instructional plans for the purpose of developing students' academic and social skills.
- Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, facilitating activities, delivering motor perception programs, colors, number charts, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Modifies classroom work/homework for the purpose of providing a method to support and/or reinforce learning objectives.
- Implements behavioral plans designed by teacher to address individual behavior disorders or other conditions for the purpose of assisting in meeting special education students' needs and providing a consistent environment.
- Maintains classroom equipment, work area, etc. (e.g. adapting instructional materials, cleaning work area, checking homework, grading papers, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. correcting papers, taking attendance, filing and tracking cumulative records, etc.) for the purpose of supporting the teacher and/or school secretary in providing necessary records/materials and for retention compliance.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines;

