

**TITLE:** Paraprofessional (General)

**DEPARTMENT:** Elementary School Education;  
Middle School Education; and/or  
High School Education

**REPORTS TO:** Building Principal or designee

**POSITION SUMMARY:** Under the direction of the building administrator, the Paraprofessional (General) 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 assignments including classroom support, clerical support, library support, lunchroom supervision, health room supervision, playground supervision, etc.

**ESSENTIAL FUNCTIONS:**

- 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.
- Implements instructional programs and lesson plans for the purpose of assisting the teacher and building administration in improving students' learning through a defined course of study.
- Maintains classroom equipment, work area, students files/records (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.
- Modifies classroom work/homework for the purpose of providing a method to support and/or reinforce learning objectives.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Reports promptly to a building administrator any serious accident or illness affecting students under supervision.
- Performs record keeping and clerical functions (e.g. correcting papers, taking attendance, school office filing, etc.) for the purpose of supporting staff 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 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 based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities and/or meetings; 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 wide diversity

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of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

**Responsibilities:**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to impact the organization’s services.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**EDUCATION:** An Associate’s degree (AA) or higher OR two years of study equivalent to 72 quarter credits OR an Educational Testing Service ParaPro Assessment documenting a score of 461 or higher. Official documentation will be required upon hire.

**EXPERIENCE:** Job related experience is desired, particularly working with students of the age of those at the school assignment.

**REQUIRED TESTING:** None specified

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State Driver’s License and appropriate insurance required if a condition of the assignment. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Service Employees International Union, Local 925 (SEIU)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date