

TITLE: Paraprofessional – High School Student Support

DEPARTMENT: High School Education

REPORTS TO: Building Principal or designee

POSITION SUMMARY: Under the direction of the building administrator and under the guidance of the High School Graduation Specialist, a certificated teacher, the Paraprofessional supervises and instructs individual and/or small groups of students at the strategic level of intervention in order to supplement core instruction.

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.
- Implements individually defined behavior and/or instructional plans for the purpose of developing students' academic and social skills.
- Modifies classroom work/homework for the purpose of providing a method to support, reinforce, and/or remediate learning objectives and skill deficiencies.
- Provides verbal and/or written feedback of observations for the purpose of assisting certificated personnel and/or parents in identifying needs and evaluating students.
- 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.
- Responds to inquiries (e.g. students, staff, administrators, and/or parents, etc.) for the purpose of solving problems, providing information and/or direction to other sources.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Uses basic technologies, including audio/visual equipment, computers, software, etc.
- Demonstrates 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 performs 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 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 34% sitting, 33% walking, and 33% 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. Previous successful classroom or similar experience in working with students with special needs preferred. Further the individual will possess the:

- ability to establish rapport with students in order to maintain an effective learning environment;
- ability to take direction, work independently, show initiative, and accept responsibility;
- ability to communicate effectively in a pleasant, tactful, and professional manner;
- ability to adjust daily to various scheduling changes and changes in students’ needs; and
- physical stamina and good health necessary to perform required responsibilities and the essential functions.

REQUIRED TESTING: None specified

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State Driver’s License and appropriate insurance required. 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).

Name (sign)

Name (print)

Date