

Job Description

Title:General Educational Paraprofessional

Reports to: Building Principal

General Summary: Assists certified personnel in the academic instruction of children.

Essential Functions:

1. Supports certified personnel by assisting with the academic instruction of individual or small groups of students to reinforce and follow-up learning activity. Monitors and maintains student behavior. (55%)
2. Assists the certified teacher by preparing instructional materials, grading papers, making copies, keeping records, or performing other duties as needed. (20%)
3. Assists with the supervision of lunchroom, playground, or bus duty as needed. (10%)
4. Assists with the supervision of the school office. Answers phones, takes messages, records afternoon attendance, duplicates materials, and performs other duties as needed. (10%)
5. Assists with health room backup if assigned. (5%)
6. Able to react to change productively and handle other essential tasks as assigned.

Qualifications:

1. Education Level: High School diploma or equivalent
2. Certification or Licensure:
3. Experience desired: Experience working with children desired.
4. Other requirements:
 - *Good English usage, grammar, spelling, and punctuation skills.
 - *Typing skills of 45-55 wpm (for jobs requiring typing).
 - *First aid and CPR skills (if assigned health room duty)
 - *Ability to operate office machines, including copy machine, calculator, and typewriter.
 - *Ability to operate personal computer and related software.
 - *Ability to relate to children in a warm and accepting manner.
 - *Ability to establish and maintain cooperative working relationships with others.

Special Requirements:

	Occasional	Frequent	Constant
	0 - 32%	33 - 66%	67% +
1. Standing			x
2. Walking			x
3. Sitting			x
4. Lifting 20-50 lbs. max.			x
5. Carrying _____ feet			x
6. Pushing / Pulling			x
7. Climbing / Balancing			x
8. Stooping / Kneeling / Crouching / Crawling			x
9. Reaching / Handling			x
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Millard Public Schools

Revised: August, 1994