

## Union Public Schools Job Description

**Position Title:** Paraprofessional – Part-time for 21<sup>st</sup> Century Community Learning Center  
**Department:** Special Services  
**Reports To:** Site Administrator

**FLSA Designation:** Non-exempt

**SUMMARY:** The paraprofessional assists teachers with direct and indirect instruction of students. It requires flexibility in working with a diverse group of students and the willingness to learn techniques necessary to meet their special needs. The paraprofessional serves as a positive role model and assists with maintaining an orderly, safe school environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Assists teacher/students in direct and indirect instruction.
- Prepares and organizes materials used for instruction.
- Supports building level discipline plans.
- Maintains classroom including preparing bulletin boards.
- Attends open house conferences.
- Keeps records, write lessons on board, correct students' work.
- Loads/unloads wheelchair bound students on bus.
- Manages and instructs small groups of students when teacher is not available.
- Instructs and demonstrates use of exercise equipment and production machinery.
- Participates in physical activities which are a part of the students' basic program.
- Demonstrates initiative and creativity with students and their program.
- Serves as a positive role model.
- Assists with maintaining an orderly, safe school environment.
- Treats all students with respect and dignity.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Assist in supervision of students.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) with a minimum of 48 college hours.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Where Highly Qualified status is required by State of Oklahoma for paraprofessional position, candidate must meet Highly Qualified status. Highly Qualified status is defined as having a minimum of forty-eight (48) college hours or passing the Parapro or OGTE test.

**LANGUAGE SKILLS:** Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Previous work in child care. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is regularly required to sit, and talk or hear. The employee is frequently required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee maybe required to lift, move up to 50 pounds, and/or transfer a student from wheelchair to a chair/changing table/mat/toilet, and back etc. The employee must be able to push items such as pushing children in a wheelchair or moving/rearranging furniture. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

In addition, the employee maybe required to perform duties such as:

- Toileting
- Diapering/Changing
- Feeding
- Repositioning

**WORK ENVIRONMENT:** *The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is continuously responsible for the safety, well-being and work output of students.

The noise level in the work environment is usually loud at a standard acceptable level for this environment.