

Job Description

Position: **Paraprofessional**

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

- Assisting teachers in classroom activities.
- Working with students inside or outside of class as directed by a teacher.
- Supervising students in school-related activities.
- Assisting in creating and organizing instructional materials and equipment.
- Substituting for teachers in emergency situations as directed by an administrator.
- Performing personal care and hygiene tasks for special education students.
- Implementing certain educational support services for special education students, as directed by certificated teacher.
- Attending workshops as assigned.

POSITION: **Paraprofessional** DATE:

Physical Requirements:	Sedentary	Light	Medium	Heavy	Very Heavy
		Never 0%	Occasional 1-32%	Frequent 33-66%	Constant >66%
A. Standing			X		
B. Walking			X		
C. Sitting				X	
D. Bending / Stooping			X		
E. Reaching / Pushing			X		
F. Climbing		X			
G. Stooping / Kneeling / Crouching / Crawling			X		
H. Reaching / Handling			X		
I. Speaking / Hearing					X
J. Seeing / Depth Perception / Color				X	
K. Classroom Maintenance (materials)			X		
L. Driving		X			
M. Lifting					
	(30 lbs. max.)		X		
	(30 lbs. or more)	X			
N. Carrying					
	(30 lbs. max.)		X		
	(30 lbs. or more x 25 feet)	X			
O. Manual Dexterity					X

OTHER REQUIREMENTS

Proficient in the use of:

Further requirements:

WORKING CONDITIONS

- A. Inside Outside **Both**
B. **Climatic environment: Inside facilities are climate controlled.**

I have carefully reviewed this job description and affirm the following please initial):

___ To the best of my knowledge, I CAN fulfill all the requirements, responsibilities, and training aspects set out in this document.

___ To the best of my knowledge, I CANNOT fulfill all the requirements, responsibilities, and training aspects set out in this document.

Use this space for any comments:

Employee (Print)

Employee Signature