

MAPLE RUN UNIFED SCHOOL DISTRICT
Job Description

Job Title: Secondary Paraprofessional
Location: Bellows Free Academy Union High School #48
Job Group: Support Professional Staff
Reports To: Assistant Principal for Curriculum and/or Special Education Administrator

Summary: Provides instructional and/or personal support services to students under the direct supervision of a licensed Educator.

Essential Duties and Responsibilities:

1. Follows the established instructional schedule and, under the direction and guidance of the teacher, presents subject matter to students. May tutor and/or assist students individually or in small groups to help them meet learning goals and/or reinforce learning concepts.
2. Implements targeted support using teacher created material or programs in various settings and learning environments including, but not limited to: classrooms, computer labs, small group settings, and field-based programs.
3. Follows District policies and procedures regarding students to include, but not limited to, instructional techniques and alternative supports.
4. Collects, collates, and records data to monitor student progress as required.
5. Collaborates with teachers, co-workers, and others to ensure an appropriate learning experience for all students. May assist students in their community work assignments.
6. Actively participates in meetings, such as but not limited to, supervision and student planning meetings.
7. Remains current on District programs and best practices in the profession; may be required to attend training.
8. Proactively models positive, constructive behavior to others.
9. Provides routine, personal care and assistance such as dressing, toileting, personal hygiene, and emotional support when required in the student's plan.
10. Implements specialized programming for students as required. This may include the effective administration of physical intervention and restraint techniques when needed.
11. May perform other tasks as assigned by the supervisor.

Supervisory Responsibilities: Responds to the learning needs of assigned student(s) under the direction of a licensed educator.

Qualification Requirements: To perform this job successfully, an individual must demonstrate a high degree of interpersonal and communication skills, an acute attention to detail, and demonstrated flexibility and adaptability.

Education and/or Experience: High School diploma or equivalent is required. An Associates degree or sixty (60) or more college credit hours preferred. Some knowledge of principles and methods for teaching is helpful. One or more years of successful experience with special needs students is preferred.

Certificates, Licenses, Registrations: Must meet highly qualified status by either: holding an Associate Degree, sixty (60) or more college credits hours or completing local assessment within two years of hiring.

Language Skills: Demonstrated knowledge of English includes the meaning and spelling of words, rules of composition, and grammar. Ability to read and write effectively is necessary. Ability to effectively present information and respond to questions from individuals and groups is required.

Mathematical Skills: The ability to understand the basic concepts and applications of arithmetic, geometry and algebra. Must be able to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

Reasoning Ability: Ability to assess situations, define problems, draw valid conclusions or solutions, and implement decisions. Ability to interpret instructions in various formats.

Other Skills and Abilities: Demonstrated ability to establish and maintain effective working relationships with students, staff, and parents. Ability to communicate clearly and concisely both in oral and written form and demonstrate active listening and advocacy skills. Ability to plan, organize, and manage time effectively. Ability to perform duties with awareness of all District requirements and Board policies.

Physical Demands: The physical demands described here are typical 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 this job, the employee is frequently required to sit, stand, walk, and occasionally bend or kneel. The position requires one to talk and hear. Specific vision abilities required include: close, distance vision, and the ability to adjust focus. The position requires meeting deadlines and interacting with others. The employee is responsible for the safety, well-being, and monitoring work output of students. The incumbent is expected to lift up to 50 lbs or more. May be required to move equipment or carry book bags, assist students in and out of wheelchairs and/or administer certified physical intervention techniques to support the physical safety of staff and students. Some transportation of students may occur. Manual dexterity is required to perform clerical/technology duties.

Work Environment: The work environment characteristics described here are typical 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 noise level in the work environment varies, but is usually quiet. Outside the classroom, the noise level will be moderate to loud.

Terms of Employment: Per Master Agreement

Evaluation: Per Established Performance Review cycle.

Date: 8/25/2020

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.