

Paraprofessional

Job Description

**Marion School District
Job Description**

JOB TITLE: Paraprofessional
EMPLOYEE
CATEGORY: Classified
FLSA STATUS: Non-Exempt
WORK PERIOD: 9-month school calendar
REPORTS TO: SPED Director (or designee), Principal, Superintendent
RECEIVES GUIDANCE
FROM: SPED Director (or designee), Principal, Superintendent

Experience Desired: Experience working in an educational setting

Physical: Constant hand-eye coordination, walking, and standing. Frequent bending, pushing, pulling, reaching, stooping, turning, and crouching and repetitive motion with wrists, hands, and fingers. Ability to lift up to 35 lbs intermittently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Other: Ability to work cooperatively and congenially with others, to follow written and verbal directions. Ability to work independently and efficiently with minimum supervision, including developing and implementing effective office procedures. Computer proficiency in word processing including spreadsheets, data entry, email, and internet. Valid, current Driver’s License. Ability to keep student information confidential. Must have ability to establish good rapport with administrators, staff, students and the public. Adhere to District’s Policies and Procedures. Promote a positive image of the Marion School District.

ESSENTIAL FUNCTIONS AND DUTIES

1. Serve as a guide in instructing students on proper classroom behavior.
2. Help teachers keep records for grading and attendance.
3. Get materials and equipment ready to help teachers prepare for class.
4. Reinforce lessons by reviewing material one-on-one and in small groups with students.
5. Supervise students during lunch or recess, as well as in between classes.
6. Assist students who need additional help learning a specific concept.
7. Observe strict confidentiality regarding student and personnel information.
8. Other duties as assigned.

EVALUATIONS

This job performance will be evaluated annually.

DISCLAIMER: The preceding description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. These may be changed, added or deleted at any time with or without notice. Personnel may be required to perform duties outside the scope of their normal responsibilities if needed. The Marion School District reserves the right to revise this description at any time.

The District does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, marital status, genetic information, or any other characteristics protected by federal, state, or local law, ordinance, or regulation.

Location Classrooms

Wage Range \$12.00 - \$12.35 / Per Hour

Shift Type Half-Time/Full-Time

Marion School District
100 S. Cedar St.
Marion, SD 57043