

Marion C. Early R5 Schools
Paraprofessional (Aide)

Job Title: Paraprofessional (Aide)
Department: Instruction
Reports to: Principal
Classification: Non-exempt

Summary

An aide provides services to students necessary for the student to access the district's facilities, programs and curriculum.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

- Assist in activities assigned by and under the direct control of the teacher.
- Prepare and collect materials needed by the teacher in presenting a unit of work.
- Work with individual students or small groups on activities that have been assigned by the teacher.
- Assist individual students as directed by the teacher.
- Supervise students during non-instructional times in the day, such as during the lunch period, when students are entering or leaving buses, while otherwise on school premises, and including duty before/during/after school.
- Complete recordkeeping tasks as assigned by the teacher.
- Assist students with disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning
- Assist students with physical care including feeding, bathroom needs, and personal hygiene
- Assist in managing the behavior of students
- Keep the teacher informed of any special needs or problems of individual students
- Maintain confidentiality of information about children and their families in accordance with Board policy and law
- Participate in staff development training programs, faculty meetings and special events as requested by administration.
- Follow instructions from teachers and administrators

Supervisory Duties

Supervise students during non-instructional times in the day, such as, but not limited to lunch period, when students are entering or leaving buses, while otherwise on school premises, and including duty before/during/after school.

Qualifications

- Completed at least 60 credit hours of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Met a rigorous standard of quality and can demonstrate, through formal State or

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local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics, or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

- Knowledge of basic computer skills (typing, Word, email).
- Paraprofessionals with a baccalaureate degree and an appropriate teaching certificate and/or training may initiate instruction and work independently.

Certificates, Licenses, Registrations

DESE Substitute Certificate and/or appropriate praxis completion

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read and comprehend simple written and oral instructions, short correspondence and memos

Write short correspondence and memos

Communicate one on one and in small groups

Reasoning

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions

Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

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 essential functions.

Physical Demands

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel

May have to use therapeutic restraint

Will regularly lift students

Must have both close and distance vision

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outside in rain and snow and temperatures below freezing and above 100 degrees to perform such tasks as loading and unloading students from district transportation and supervising recess

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