

## Job Description

Position: Paraprofessional

Location: Mandaree School

### Duties and Responsibilities:

1. The Paraprofessional will be knowledgeable in the use of instructional manuals, materials and equipment used within the assigned classroom.
  - a. Demonstrates knowledge of basic course goals and objectives to be able to aid the classroom teacher in the implementation of the instructional program. Suitable materials for the use of instruction for children with various ability levels and special needs.
2. Paraprofessional assist in the implementation of effective student discipline plans aligned with school parent compact and school-wide discipline policy that promotes positive student behavior.
  - a. Assists in the development and implementation of a comprehensive classroom discipline plan that is communicated to students, and posted within the classroom. Demonstrates effective classroom management techniques and uses those techniques to resolve more serious discipline problems as directed by the supervising instructor.
3. Paraprofessional provides instructional services to students under the close supervision of a professional educator.
  - a. Integrates the use of cognitive thinking skills such as critical thinking, problem solving, divergent thinking, inquiry, and decision-making into instruction. Instructs individual and/or small groups of students under close supervision of a professional educator. Administers individual and group test as requested by the classroom teacher.
4. Paraprofessional assists with classroom management.
  - a. Uses answer keys to properly correct student workbooks, skill sheets, test, etc. and enter scores on the computer. Constructs bulletin board displays, educational activities and maintains general classroom cleanliness and attractiveness. Participates in playground, bus and lunchroom supervision.
5. Paraprofessional assists in the use of technology.
  - a. Assist students in the use of computers, adaptive equipment, computer programs, and therapeutic equipment.
6. Paraprofessional assists in providing a classroom environment which incorporates tribal language and/or culture.
  - a. Coordinates with classroom teacher to create a classroom environment that serves as a cultural learning center. Develops cultural displays and hands-on activities promoting cultural awareness.
7. School personnel will maintain a positive attitude that will aid in relationship building.
  - a. Greets students/staff in a friendly manner and uses appropriate language; provides physical and emotional support to students when needed; demonstrates professionalism when meeting with parents; contact parents about appropriate and inappropriate behaviors either in writing or by phone.
8. Sit with students during breakfast and lunch and assist with meals and manners
9. Perform duties that support and enhance services to students
10. Participate in training activities to improve instructional assistance and communication skills | | . Is on time to all duties
12. Perform other duties as assigned by the classroom teacher and supervisor

### Physical Effort:

1. Must be able to lift 30 pounds as needed for supplies, etc.
2. Must be able to stand for extended periods.
3. Must be able to sit for extended periods for field trips when scheduled.
4. Walking

Paraprofessional

Revised: Aug 2, 2008

**Working Conditions:**

1. Classroom environment.
2. Lunchroom
3. Gymnasium
4. Time out area
6. Later hours may be required for school related functions (Parent/Teacher Conferences, Open House, Title I meetings, etc.).

**Qualifications:**

1. High School Diploma or GED required
2. Valid Paraprofessional Credential from the Department of Public Instruction
3. Must have computer skills
4. Must follow the district's Drug and Alcohol Policy.
5. Must complete and sign a Provisional Hiring Statement.

**Supervision Exercised:**

1. Classroom students.
2. Other students in common student areas (hallways, cafeteria, gymnasium, etc.).

**Evaluation:**

1. Department level administrator
2. Performance Review

