

## **Paraprofessional**

**Job Title:** Personal Aide/Paraprofessional  
**Department:** Instruction  
**Reports to:** Principal  
**Classification:** Non-exempt

### **Summary**

A personal aide provides non-instructional services to students necessary for the student to access the district's facilities and programs. These services may include ambulatory, eating and toileting assistance.

*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**

An individual who holds this position must:

- 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
- Re-teach, refocus, and re-direct as needed under teacher supervision
- Maintain confidentiality of activities
- Assist with data collection/recording
- 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
- Help supervise arrival and departure of students and lunch and breakfast duties to which he or she is assigned.
- Follow instructions from teachers and administrators
- Other duties as assigned

### **Supervisory Duties**

None

### **Qualifications**

#### **Education**

Associate degree or 60 hours of higher education

#### **Certificates, Licenses, Registrations**

## **Paraprofessional**

### **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.*

### **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 outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.