



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION TITLE: Paraprofessional

F.L.S.A. Non-Exempt

QUALIFICATIONS:

1. A minimum of 60 college hours
2. Must have and maintain a current Substitute Teacher or Teacher certificate through the Missouri Department of Elementary and Secondary Education.
3. Positive interpersonal skills.
4. Effective communication skills.
5. Ability to lift 50 lbs. repeatedly.

REPORTS TO:

Classroom teacher, building administrator, Director of Student Services

TERMS OF EMPLOYMENT:

Student contact days, plus 1 additional day (175 days) 7.5 hrs/day.

PERFORMANCE RESPONSIBILITIES:

Paraprofessionals serve to enhance the instructional program available in the schools. They are employed to provide better learning opportunities for students in situations where large class sizes or a special need exists. The paraprofessional aids the teacher in providing instruction and also performs duties which free the teacher to work with those students needing more help. Many of the duties performed by the paraprofessional are similar to those performed by the teacher. However, the assistant works under the direction of the teacher, and only the teacher may evaluate and prescribe for the learning needs of the students. All plans for a lesson originate through the classroom teacher.

Paraprofessional (continued)

ESSENTIAL JOB FUNCTIONS:

1. Tutor individuals or small groups.
2. Escort class to other instructional areas.
3. Operate instructional equipment for the classroom.
4. Assist students with mobility needs. (May involve lifting, toileting, etc.)
5. Gather and produce instructional material for use in the classroom.
6. Assist with appropriate behavioral intervention techniques as directed by the supervising teacher.
7. Maintain a high level of confidentiality regarding students and family's academic and social needs.
8. Assist the teacher in planning for daily lessons and activities.
9. Aid in the administering of tests relating to curriculum.

OTHER JOB FUNCTIONS:

1. Assist with field trips and class supervision.
2. Help with seat work or individual student work.
3. Assist with preparation of bulletin boards, learning centers, etc.
4. Arrange instructional material for the classroom.
5. Attend meetings/trainings as requested.