

Cochrane-Fountain School District – Job Description

Title: Paraprofessional – Regular Education

Summary

Under the direction and supervision of a certified staff member, the Paraprofessional-Regular Education assists and supports teachers, administrators, and other team members in providing a quality instructional program to continuously improve student achievement.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Student Interventions

- Work with individual students or small groups of students to reinforce learning of material or skills already introduced by the teacher.
- Guide independent study, enrichment work, and remedial work developed and assigned by teacher.

Student Behavior

- Learn and implement a variety of student behavior modification techniques.
- Alerts the teacher to any problems or specific observations about an individual student.

Classroom support

- Supervise students in settings other than the classroom: arriving to school, bus, hallways, lunchroom, library, indoor recess, on the playground, outdoor recess, field trips, exiting school, etc.
- Assists in preparing class displays and bulletin boards.
- Assist teacher with non-instructional duties (snack, milk break, bathroom breaks, walking to specials, making copies, preparing activities, etc.)

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding
- Occasional stooping, crouching, kneeling, and crawling

Qualifications for Employment

Required

- High School Diploma or GED
- Demonstrates interpersonal skills needed to relate positively to children and adults
- Basic technology and clerical knowledge

Preferred

- Previous experience working with children in a learning environment.

Terms of Employment

Employment is full time or part time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the superintendent and approved by the School Board.

Evaluation

Annual evaluation to be completed by the Principal or Assistant Principal

Adopted by the Cochrane-Fountain City School Board: 2/17/2021