

# **412.01R11 Job Description, Paraprofessional**

Friday, August 11, 2023

## **Job Description, Paraprofessional**

The paraprofessional will be assigned and supervised by the principal, and evaluated by the supervising teacher(s) in conjunction with the principal. His or her duties shall include the following:

- I. Assisting teachers in preparing instructional materials and room preparation.
- II. Tutoring and small group instruction as directed and supervised by a teacher.
- III. Assisting students in better understanding lessons, note-taking, and make-up work.
- IV. Assisting students with handicapping conditions and/or managing behavioral distressed students if necessary.
- V. Performing supervisory duties, such as lunchroom, playground, halls, classroom, and library.
- VI. Keyboarding, drawing, writing, and copying materials, and writing instructional material on white boards.
- VII. Maintaining a cooperative working relationship with all personnel, students, and patrons. VIII. Performing other tasks and duties as assigned.
- IX. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:
  - A. Requires prolonged sitting or standing, and the use of equipment including computer eye fatigue.
  - B. Must occasionally work in noisy and crowded environments with numerous interruptions.
  - C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

X. Minimum educational preparation requirements:

A. High school diploma or its equivalent.

B. Associate's degree, or two years of college, or complete NCLB Highly Qualified Paraeducator assessment.

C. Must possess effective oral and written communication skills.

D. Must be skilled in human relations, leadership, and conflict management.

Legal Reference:

§79-802

Employment of Teacher Aides