

JOB DESCRIPTION

Position Title: Paraprofessional
Status: 9-month Classified
Reports To: School Principal
Salary: Classified Salary Schedule, Column A

Desirable Qualifications:

- High school diploma or equivalent
- Post high school education
- Exceptional organizational skills
- Outstanding attention to detail
- Excellent communication, public relations and interpersonal relations skills
- Ability and willingness to learn how to use computer applications related to the position
- Ability to work independently
- Experience in supervising youth consistent with the age group of the school;

Performance Responsibilities:

General Responsibilities: Assists classroom teachers with the instruction of students. Secondary responsibilities include clerical assistance to teachers and other school staff and supervision of students in the school setting.

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to school conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

• **Essential Functions:**

- Works one-on-one or with small groups of students at the direction of the classroom teacher.
- Assists teacher in the supervision of students on field trips and supervises students in classroom when teacher is unexpectedly called away.
- Prepares classroom materials by cutting and pasting, duplicating, typing worksheets and assignment sheets.
- Supervises students on playground, in gym, and at other school activities; enforces safety rules and playground rules; settles student disputes; etc.

- Supervises students during lunch period; assists in cleaning up messes and spills and directs students to clean up messes. May need to assist in preparation and serving of food items.
- Monitors hallways and rest rooms.
- Reads school bulletin, and assists students during study time.
- Assists in the orderly loading and unloading of buses.
- Corrects workbooks, homework and tests.
- Follows instructions of supervisor.
- Provides basic clerical assistance.
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Performs all other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand the above job description.

Signature of Employee

Date

It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.

Revised: July 1, 2024