



**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Paraprofessional - Classroom	
<b>REPORTS TO:</b> Principal	<b>SALARY:</b> Treutlen County Salary Scale
<b>FLSA:</b> Non-Exempt	<b>WORK DAYS:</b> 190 Days (less furloughs)
<b>JOB GOAL:</b> Supervision of assigned students and assistance in the facilitation of the instructional program as directed.	

**REQUIREMENTS:**

<b>1. Educational Level:</b> High School Diploma or GED
<b>2. Certification/Licensing:</b> Valid Paraprofessional or Aide License
<b>3. Proficiency Skills:</b> Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills.
<b>4. Personal Skills:</b> Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

*The Board and Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Assumes a leadership role in the absence of the regularly-assigned teacher.
3. Provides adequate supervision of students at all times.
4. Takes direction readily in a cooperative manner from the supervisor.
5. Acts in a professional manner and maintains a professional attitude toward the public and colleagues and exhibits the fundamentals of good public/customer service.
6. Exhibits time on task, a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls during work hours.
7. Disciplines students with fairness and equity.
8. Conducts small-group and individual instruction according to supervising teacher's lesson plans.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Assists in student assessment, grading work and tests and data collection.
12. Assists in routine record-keeping.
13. Prepares instructional materials according to supervising teachers lesson plans.
14. Locates, procures, operates and returns needed equipment.
15. Assists in routine classroom housekeeping responsibilities.
16. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
17. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
18. Maintains a pattern of prompt and regular attendance.
19. Follows chain of command.
20. Performs all other duties as assigned.