

Position:	Paraprofessional
Term:	9 Months
Classification:	Classified
Location:	District Wide
Qualifications:	Must have 60 college hours of have passed the Para Assessment (MEGA)
Supervisory:	No
Reports to:	Classroom Teacher, Building Principal

The job of the Paraprofessional is to be a member of a team working with students with special needs and to assist and support the Special Services Teacher.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Curriculum support for students
- Behavior modification techniques
- Creating individualized learning materials
- Supporting student through assigned tasks
- Reading aloud to individual or small groups of students
- Assist with lifting or transferring students
- Assist with personal hygiene, including diapering and toilet training
- Documentation and record keeping
- Maintain logs and journals
- Assist students with motor or mobility limitations
- Maintain structure of the classroom
- Follow classroom activities and lessons as set by the teacher

- Snack preparation and clean-up
- Follow other directions in implementing student plans as directed by the teacher
- Carry out all other duties as assigned

Physical Demands

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around the classroom

Read handwritten or printed material

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The conditions and environment reflect that of a typical classroom setting.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.