



PARAPROFESSIONAL

Job Title: Paraprofessional

Agreement Days: 178

Reports To: Grade Level Teachers

GENERAL STATEMENT OF JOB

The Paraprofessional educator generally assist teachers in the classroom, supervise students outside of the classroom (lunch and recess), and provide administrative support for teaching. Job duties range from filling teaching positions to supplementing regular classroom curriculum with additional enrichment activities for students.

Specific Capabilities:

1. Demonstrated knowledge and skill regarding the components of effective instruction
2. Demonstrated knowledge of content for AVA approved curriculum
3. Demonstrated knowledge of developmental needs of students
4. Demonstrated effective written and oral communication skills
5. Evidence of ability to establish and maintain effective, cooperative relationships with school personnel, students and parents
6. Demonstrated understanding and empathy necessary for working with students and parents

PARAPROFESSIONAL RESPONSIBILITIES

Job-Specific Knowledge and Skills

1. Demonstrate an understanding of the instructional program as relevant to the grade level assignment.
2. Exhibit skills required to execute specific tasks successfully
3. Possess the ability to adapt to different tasks as needed
4. Demonstrate a working knowledge of child development
5. Support classroom management and behavior of students.

Quality and Productivity

1. Works with minimum supervision
2. Effectively performs job-related tasks
3. Demonstrates time-management skills
4. Uses a variety of problem-solving techniques
5. Uses available resources



Instructional Support

1. Communicates specific performance expectations to the students
2. Advises the teacher(s)/supervisor(s) of student performance
3. Follows through with instructional directives
4. Works with the teacher(s) to differentiate instruction to meet students' diverse needs
5. Supports the teacher(s) in assessing student performance

Human Relations and Communication Skills

1. Promotes and maintains positive relationships with diverse groups in the school and community
2. Demonstrates effective communication skills
3. Demonstrates teamwork

Professionalism

1. Contributes positively toward the accomplishment of program goals
2. Demonstrates knowledge of AVA policies and school procedures
3. Maintains confidentiality and integrity
4. Observes designated work hours
5. Follows the staff handbook guidelines
6. Dresses in a professional manner
7. Displays a positive attitude

General

1. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner
2. Follow Board of Education policies, building procedures, and any other rules, regulations or procedures that may be established by AVA administration or Governing Board
3. Provide an environment that promotes AVA's character education including Capturing Kids Hearts
4. Employee will arrive and be prepared for the day at least 30 minutes before the start of the school day for AVA students
5. Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Previous experience desirable, but not necessary

LICENSES OR CERTIFICATION

- High School Degree



PREFERRED COMPETENCIES

- Flexible
- Excellent oral and written communication skills
- Work effectively with staff
- Strong organization skills
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a positive attitude
- Observes all AVA policies and procedures

SUMMARY

All employees of AVA work together to fulfill the AVA mission and vision statements. The thoughts reflected in this job description provide structure to the responsibilities and accountabilities for this position. AVA expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for students.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, evaluation requirements, curriculum/materials, and student assessment documents. Ability to effectively document office observations, analyze data to improve office and health room practices and correspond with staff from all levels.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. The hours may be long when specific needs arise, thus some extended schedules will be necessary. This is a position that must attend the needs of staff, administrators, governing board and parents. AVA is a dynamic school subject to changing work environments and adaptability to change is essential.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position:

Position: _____

Date: _____

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

I understand that my job may change on a temporary or regular basis according to the needs of Aspen View Academy without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

Employee Signature

Date

Printed Name