

**St Francis School District
Job Description**

Job Title: Para-Professional

Reports To: Building Principal
Special Education Teachers

Job Category: Classified

FLSA Status: Non-Exempt

SUMMARY - Assist teachers and Administrators in improving the academic success, emotional well-being and social behavior of students. The duties of Para-Professionals assigned to students with disabilities are particularly focused on the needs of those students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assists in the implementation of the student's Individualized Education Plan;
2. Assists the teacher in providing individual and small group instruction;
3. Monitors and supports student academic progress and behavior and administers consequences as appropriate;
4. Supervises, escorts and monitors students within the school and community environments, including the transportation of students in District vehicles as required by the IEP or educational program;
5. Assists students with medical care, attendant care services including, but not limited to: toileting, feeding/tube feeding, self-care, personal hygiene, transferring, and health services as delineated in IEPs;
6. Assists teachers in the development of instructional materials;
7. Provides feedback to teachers, Assistant Principal and Principal concerning student behavior;
8. Administers oral medication to students during the school day, according to the medication administration policies and guidelines of the District;
9. Administers oral and non-oral medications in an emergency or special situation, under the direction and delegation of the school nurse and according to the medication administration policies and guidelines of the District;
10. Supervises vehicle unloading and loading, lunch periods, monitors hallways and provides general security;
11. Maintains confidentiality related to student educational programming and IEP related matters;
12. Ability to manage and attend to disruptive behaviors including emotional and physical outbursts;
13. Complete various logs and reports required by the District, State and/or Federal Governments;
14. Serves as a role model for students by conducting self as a responsible, intelligent citizen;
15. Instill in students the belief in and practice of ethical principles and democratic values.
16. Other duties as assigned.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires a high level of confidentiality, flexibility, proactive problem-solving and excellent communication skills. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A four-year Bachelor of Science or Bachelor of Arts Degree is preferred. Para-Professionals must meet one of the following three qualifications to be considered "highly qualified" per the Elementary and Secondary Education Act:

1. Completed at least two (2) years of study (48 credit hours) at an institution of higher education;
2. Obtained an Associate's (or higher) Degree;
3. Meet a "rigorous standard of quality, and can demonstrate through a formal State or local academic assessment knowledge of, and ability to assist in" the instruction of reading, writing, and mathematics.

LANGUAGE SKILLS

1. Ability to read, analyze and interpret educational documents and reports.
2. Ability to write reports and correspondences.
3. Ability to effectively present information and respond to questions.

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MATHEMATICAL SKILLS

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
3. Ability to apply financial concepts such as time, value of money, tax rates and discounts.

REASONING ABILITY

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
2. Ability to define problems, collect data, establish facts, and draw reasonable and valid conclusions.

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.

1. While performing the duties of this job, the employee is required to sit, talk or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.
2. Specific vision abilities required by this job include close vision and depth perception.
3. Position demands the ability to meet deadlines.

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

1. The noise level in the work environment is usually quiet to loud.
2. Work in a fast-paced environment while handling multiple tasks.

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy **4122.01** throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.