

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

JOB TITLE:           **TITLE I PARA-PROFESSIONAL**

SUPERVISOR:        Teacher and Principal

PAYMENT RATE:    According to Educational Support Staff Salary Schedule

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Must have at least 48 college credit hours, or a passing score on a Para-Educator Exam that has been approved by the Kansas State Department of Education.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
2. Administers tests, homework, make-up work, etc. for the purpose of supporting teachers in the classroom.
3. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
4. Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress.
5. Maintains instructional materials and/or manual and electronic files/records for the purpose of facilitating instruction; recording student information; and/or meeting mandated requirements.
6. Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
7. Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives and ensuring students' success in school.
8. Demonstrates dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
9. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.
10. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Demonstrates required mobility, agility and dexterity to work with students.
2. Ability to move, lift, pull or push objects.
3. Remains attentive to students while working in noisy, crowded environments with numerous interruptions.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED: 02/19/2008**