

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

JOB TITLE: ESOL PARA-PROFESSIONAL

SUPERVISOR: Teacher and Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. One of the following endorsements:
 - a. Completed two years of study at an institution of higher education (48 college hours)
 - b. Have an associates or bachelors degree
 - c. Demonstrate knowledge through formal assessment, (The Paraeducator Learning Network Assessment
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 inservice presentations for the purpose of acquiring and/or conveying information relative to job functions.
4. Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing individual learning plan objectives.
5. Assists the supervising teacher in maintaining instructional materials and/or manual and electronic files/records for the purpose of facilitating instruction; recording student information; and/or meeting mandated requirements.
6. Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing individual learning plans; and ensuring students' success in school.
7. Demonstrates dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
8. 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.

9. Performs other 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