

AMELIA COUNTY PUBLIC SCHOOLS
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Paraprofessional
REVISION DATE: February 2017
LOCATION: Amelia County Public Schools
STATUS: Non- Exempt, Full Time – 184 days

PRIMARY PURPOSE:

To provide assistance to the instructional staff in providing effective and productive learning situations in the classrooms. To assist the teachers in helping students achieve knowledge, skills, and attitude necessary to be productive citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the instruction of students;
- Acts professionally and responsibly for the order and progress of classes under his/her authority, direction, and supervision;
- Performs clerical tasks, including any copier or office machines, as necessary or assigned;
- Assists the teacher in developing or maintaining the classroom environment, including building bulletin boards, setting up stations, and other tasks as requested;
- Supervises students as assigned in the classroom, lunchroom, halls, playground, library, computer labs, etc.;
- Serves as a daily substitute as requested or needed;
- Collects lunch money and other funds as assigned using correct procedure as outlined in the faculty/staff handbooks;
- Provides or administers medication or first aid to students as directed by the clinic nurse;
- Secures materials and supplies from the office or other locations as necessary for teachers or staff;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains and upholds school and county policies and procedures;

- Assists in upholding and enforcing school rules and administrative regulations.
- Attends and participates in meetings as requested;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods as requested;
- Performs related duties as assigned by the instructional staff and/or administration in accordance with the school/system policies and practices.

MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in education and in the field of general education.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 35 pounds.
3. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – The paraprofessional will serve with parents, colleagues, students and administrative groups as requested in advancing educational and related activities and objectives.
5. Record-keeping – Will perform such record-keeping functions as are necessary and appropriate by law, system policy, and/or administrative regulations.
6. Public Relations - Demonstrate a professional, positive relationship and good overall customer service with all stakeholders.

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

The Paraprofessional performs duties under the supervision of the School Administrators with input from various others as appropriate.

MINIMUM QUALIFICATIONS:

- Minimum High School Degree or Equivalent;
- Preferred paraprofessional assessment certification or an Associate's Degree;
- Required highly qualified certification if working in Title I school;
- Personal qualities and characteristics necessary for working effectively with students, parents, instructional staff, support staff, and administrators.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate ability to work with various audiences and group dynamics.
- Ability to use of computer/technology and applicable software
- Ability to plan and supervise the work of others

- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office/classroom environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 35 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: February 2017)