



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **PARA PROFESSIONAL**

FLSA: Non Exempt

TITLE: Para Professional

QUALIFICATIONS:

- High School diploma or equivalent.
- 60 College Credits,
- or Pass Department of Ed Exam,
- or AA Degree or equivalent
- Ability to effectively listen and communicate with staff and students.
- Ability to work and communicate with students of all needs.

REPORTS TO: Administrator or Classroom Teacher

GENERAL FUNCTION: He / she shall provide our students with the knowledge, skills, and attitudes necessary to become life-long learners and responsible citizens. He/she shall provide supportive instructional and clerical work under the supervision of the classroom teacher.

PERFORMANCE RESPONSIBILITIES:

- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in maintaining discipline in the classroom and devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and their abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Grades papers with accuracy.
- Maintains confidentiality.
- Uses proper English and grammar to model for the students.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Assists in the monitoring of students in everyday activities.
- Keeps bulletin board(s) and other classroom learning displays up to date.
- Assist with lunch, snack, and clean-up routines.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certified teachers.
- May be assigned to cover other classified positions as needed or directed.
- May be assigned to special education students or regular education students as needed.
- Participates in in-service training programs, as assigned.
- Other duties as assigned to maintain an effective program.
- Follows policies and procedures.
- Adhering to the dress code appropriate for the job and maintains personal hygiene.
- Consistently at work on time.

TERMS OF EMPLOYMENT: 9 month / part time / full time

Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____