



**JOB DESCRIPTION**

**JOB TITLE: Paraprofessional (Title I)**

Position Type: <b>Classified</b>	Department: <b>Schools</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Teacher/Principal</b>
Salary Range: <b>Range 14</b>	
Term of Employment: <b>9 months</b>	Date: <b>November 3, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Provides instructional support to students under the direct supervision of a highly qualified teacher. Please note: Title I Paraprofessionals may not be assigned non-instructional duties such as supervising the playground or cafeteria and may not be assigned to substitute for paraprofessionals in non-Title I positions.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.*

**ESSENTIAL FUNCTIONS:**

- Contributing toward a positive, professional working and learning environment by:
  - Assisting in collecting and compiling student scores and records for admission to the Title I program.
  - Assisting in planning lessons and activities for smaller groups or individuals under the direction of the teacher.
  - Tutoring and assisting students individually or in small groups in order to help them master reading and math assignments and reinforce learning concepts presented by teachers.
  - Discussing assigned duties with classroom teachers in order to coordinate instructional efforts.
  - Observing students' performance and recording relevant data to assess progress.
  - Assisting teachers in administration of DIBELS progress monitoring.
  - Being flexible and performing other duties relating to general job function as assigned by supervisor.
- Contributing to maintaining a safe, risk-free working and learning environment by:
  - Making the well being of students the fundamental value in all decision making.

- Establishing and maintaining cooperative working relationships.
- Being alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation.
- Operating and caring for school district's equipment properly
- Following district policies.
- Performing all duties in a safe and prudent manner as directed by supervisors.
- Continuing job performance enhancement by:
- Participating in in-services, workshops, or conferences as directed.
- Contributing toward a positive, professional working and learning environment by:
  - Responding to all internal and external customers, in a prompt, friendly, efficient and patient manner.
  - Being responsible, reliable and punctual.
  - Maintaining courteous relationships with students, staff and parents by treating others with respect.
  - Exercising positive problem solving behavior and conflict resolution skills.
  - Adhering to the dress code appropriate for the site and job.
  - Maintaining a high level of ethical behavior and confidentiality.
  - Participating in students' daily school experience in a constructive manner.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to occasionally lift and/or move up to 50 pounds.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*