

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
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Telephone (907) 832-5464
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PARAPROFESSIONAL I

REPORTS TO: Building Principal / Site Supervisor
DATE of DESCRIPTION: September 7, 2006
DEPARTMENT: Nenana City Public School
JOB CLASSIFICATION: Grade I
SKILL CLASSIFICATION: Student Services

NATURE AND SCOPE OF JOB: To implement, on a daily basis, assistance to meet academic, behavior and/or personal needs of students. To support the overall function and mission of Nenana City School District.

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Assist in implementation of lessons in academic areas (K- 12) as directed/prepared by the regular classroom teacher in individual, cooperative, small and large group settings.
9. Facilitate the supervision and classroom management of all students as directed by the regular classroom teacher.
10. Assist with school support functions outside of the classroom to include (but not limited to) cafeteria, recess, hall, and office duties as assigned.
11. Assist the classroom teacher in preparation of materials and equipment for use in instruction.
12. Maintain confidentiality of all information concerning students, staff, parents or guardians.
13. Demonstrate consistent use of positive verbal and non-verbal communication skills and interpersonal relations when working with students, parents/guardians, and all district personnel.
14. Assist in grading of routine student work.
15. Prepare materials needed for classroom lessons, student use or by teacher request: locate, research, duplicate/copy, construct, file, laminate, type, design, cut, glue, draw, color and generally organize instructional materials.
16. Intervene with students using personal initiative or at the direction of the teacher or administrator in crisis/emergency situations.
17. Demonstrate initiative by seeking appropriate additional tasks when assigned work is completed. This includes working with students on academic or behavioral needs even when not specifically directed by the supervising teacher.
18. Perform other duties as assigned by classroom teacher or principal

PARAPROFESSIONAL I

(continued)

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Meet NCLB required criteria for "Highly Qualified".
2. Demonstrate aptitude or competence for assigned responsibilities
3. Such alternatives to stated qualifications as the Board of Directors may find appropriate and acceptable.
4. Demonstrated positive speech skills (enunciation and clarity).
5. Ability to think clearly and calculate accurately
6. Ability to work with people of various personality types (flexibility)
7. Possess and demonstrate sound emotional judgment
8. Effective organizational skills.
9. Demonstrate initiative.
10. Ability to follow and successfully complete written and oral directions
11. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.
12. Knowledge of the teaching/learning process
13. Knowledge of lesson implementation and instructional presentation.
14. Knowledge of behavior management techniques.

PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard
2. Finger, hand and arm strength necessary to write on paper, whiteboard, overhead projector sheets, etc. throughout the workday.
3. Visual acuity and stamina to work at a computer monitor
4. Lower body strength to kneel, stand, and walk throughout the workday.
5. Upper body strength to correctly lift up to 25 pounds and carry more than 50 feet.
6. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
7. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms above normal classroom and playground noise.

ENVIRONMENTAL DEMANDS:

1. Exposure to extreme temperatures (cold)
2. Occasional exposure to loud noise.
3. Occasional exposure to nontoxic paints, glues and other materials used in daily educational activities.
4. Occasional exposure to cleaning materials.

EQUIPMENT USED:

1. Computer
2. Bar Code Scanner
3. Copier
4. Fax Machine
5. Overhead Projector
6. Paper Cutter
7. Audio/Visual Equipment (DVD player, television, VCR, etc.)
8. Other standard educational or school related equipment as is available in a school.

EDUCATION, LICENSE, CERTIFICATION OF FORMAL TRAINING:

1. AA or BA Degree in education, human behavior, business administration or related field or commensurate experience or passage of the "HELP" test per Alaska Statute.
2. Pass State of Alaska background check at own expense (fingerprint check)
3. Meet criteria of "Highly Qualified" per NCLB (No Child Left Behind) legislation

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-