

Red River Parish School Board

Job Description

TITLE: **Paraprofessional** (Special Ed, Title I/Pre-K., Computer, Library, ISS & General Ed.)

QUALIFICATIONS:

Must possess a high school diploma

Must be at least 21 years of age

Must be Highly Qualified by means of:

- a) passing score on the Paraprofessional Praxis Exam or
- b) 48 semester credit hours with 6 hours in Math and 9 hours in English/Reading (3 of which has to be in English Comp) or
- c) Associate of Arts, Associate of Science, or Associate of Applied Science degree or higher from a state-approved or regionally accredited institution of higher education.
- d) Must possess effective written and oral self-expressive skills

REPORTS TO: **Classroom Teacher and/or Principal**

JOB GOAL: The paraprofessional will perform his/her duties under the direct supervision of a teacher. The role of the instructional paraprofessional is to assist the teacher with teaching related activities. The paraprofessional will assist and support the teacher by carrying out delegated activities and assignments. In addition to routine duties. The paraprofessional will work in the classroom in direct involvement with children when the planning has been properly completed and assigned by the teacher.

PERFORMANCE RESPONSIBILITIES:

1. The paraprofessional performs routine classroom tasks with small groups and/or individual students under the planning and direction of a teacher.
2. The paraprofessional is to confer with the classroom teacher in regard to major decisions relative to the students' assignments or problems of a disciplinary nature. All conferences with parents are solely the responsibility of the classroom teacher.
3. The paraprofessional assists the classroom teacher specifically in activities related to the course of instruction; in grading students' activities related to the course of instruction: in monitoring behaviors: in distributing and collecting instructional materials; in maintaining neatness in the classroom: and in completing required documentation.
4. The paraprofessional assists the teaching staff in providing for the students' needs, including playground duty, escorting students to and from the cafeteria, gymnasium, library, vocational training area, bathroom, etc. Paraprofessionals assist students exhibiting behavioral problems via the use of approved techniques at the direction of the teacher.
5. The paraprofessional is expected to attend in-service training sessions as provided.
6. The paraprofessional is employed for the specific purpose of assisting students.
7. The paraprofessional will perform non-complex medical procedures as outlined in Louisiana R.S. 17:436 or any other provision of state or federal law. Where applicable, this includes toileting, diapering and feeding as necessary.
8. Perform other duties or responsibilities not listed as delegated by the principal. Supervisor of LA 4/Title I Pre-K Director of Federal Programs, or Special Education Director in accordance with program regulations.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

PHYSICAL DEMANDS: This position requires bending, crouching, pushing, pulling, and carrying in excess of fifty (50) pounds for the purpose of handling and assisting students.

While the operation of the Red River Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one’s education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, an employee should be aware of the impropriety of certain practices such as leaving duties incomplete, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Red River Parish School Board's policy on Evaluation (GBI).

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

I certify by signing below that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement; should I become incapable of performing my duties, I understand that it is my responsibility to inform my supervisor.

Employee Name (Print)

Employee Signature

Last 4 of SS#

Date

Immediate Supervisor/ Evaluator

Date

TERMS OF EMPLOYMENT: 9 MONTHS