

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Paraprofessional, Elementary      **Job Code:** 51108  
**Job Classification:** 13 Education Paraprofessionals      **EEO Line:** 45  
**Job Class Category:** C Instructional Support Personnel      **Job Description Supplement Code:** 10  
**Reports to:** Principal      **Salary Locator:** Classified Schedule

*All applicants for this position must be highly qualified prior to the start of their employment with the Putnam County School District. Passing a third-party provided paraprofessional certification exam can be substituted for the educational requirement. For information about the ParaPro Assessment, visit [www.ets.org/parapro](http://www.ets.org/parapro).*

### SUMMARY:

Under the direction of the Principal, the paraprofessional will work closely with teaching staff, administrators, students, parents, and other team members to assist and support in providing educational benefit for students.

### QUALIFICATIONS:

- (1) Have 60 hours of college courses, OR
- (2) Have at least an associate's degree, OR
- (3) Received passing score on ETS ParaPro Assessment
- (4) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate these competencies:

- (1) Must have a high degree of interest in children and education
- (2) Demonstrate good attendance and punctuality
- (3) Demonstrate strong communication and interpersonal skills
- (4) Knowledge of current technology, as job appropriate
- (5) Maintain competencies of position by taking workshops as provided by PCSD
- (6) Ability to operate, maneuver and/or control the actions of standard office equipment
- (7) Depending upon school grade classroom assignment, may require the ability to perform addition, subtraction, multiplication, and division; may require ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
- (8) Skills necessary to perform clerical tasks, correction of papers, organizing instructional and other materials
- (9) Ability to work closely with students on lessons determined by teacher
- (10) Ability to work with individual students or small groups to reinforce activities which have been assigned by the teacher, including listening to students read.
- (11) Maintain excellent integrity and demonstrate good moral character and initiative
- (12) Create and maintain a clean, attractive, orderly, safe and efficient office environment

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Request employee leave of absence utilizing current computer program(s)
- (3) Must have working knowledge of computer and e-mail
- (4) Monitors activities and behavior of children during and in the absence of classroom teachers to ensure the physical and environmental safe keeping of students, as well as adherence to appropriate conduct and disciplinary controls
- (5) Assists teachers in the supervision of learning activities, circulating within the classroom and providing assistance and learning support to students
- (6) Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher; may utilize games, stories, or other constructive activities to enhance students' learning skills.
- (7) Assists teachers in checking and objectively evaluating students' work; teaches students individually and in small groups reinforcing skills based upon instructional guidelines.
- (8) Assists in managing student behavior and maintaining classroom order; reinforces rules of the school and classroom; escorts students to time out and/or the principal's office.

- (9) Assists in the preparation of lesson plans and teachers' pre-planning sessions; provides input and assistance in the development of classroom activities and learning tools.
- (10) Assists in the diagnosing student math and communication skills; monitors students' progressive learning skills; makes teacher aware of students learning deficiencies; documents records of learning activities and diagnosis.
- (11) Prepares or assists in the preparation of instructional materials; performs support tasks such as copying materials, laminating items, typing correspondence, and filing paperwork and documentation.
- (12) Coordinates with media center staff for classroom learning resources; sets up equipment in classroom for teacher's instructional studies.
- (13) Assists in preparing classroom bulletin boards, classroom decorations, displays of student activities, and other classroom objectives
- (14) Prepares instructional reports and completes required forms, schedules, and other data as required; maintains attendance records and assigns student seating; learns assigned bus route(s).
- (15) Maintains accurate and complete records of a variety of student information which may require the use of a computer terminal to enter student scores and other student data
- (16) May be assigned monitoring duties, i.e., hallways, lunchroom, restrooms, and bus duty; ensures appropriate student conduct during these periods; escorts students to designated activity areas, i.e., music room, computer room, art classes, assemblies, etc.
- (17) May be assigned to various labs providing assistance to teachers and instruction/information to students; may translate lesson plan and other information to students for better understanding and comprehension.
- (18) Responsible for keeping up to date on current technology, as job appropriate, being used by PCSD. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- (19) Responsible for timely and accurate information they maintain as part of their job responsibilities.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. Tasks involve the ability to exert very moderate physical effort in medium work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

February 2004  
Amended: May 20, 2014