



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Instructional Paraprofessional

Department:

Paraprofessionals

Immediate Supervisor

Building Principal

Grade Placement:

9 - PARA I or 10 - PARA II

FLSA Status:

Non-Exempt

Job Summary:

Under the direction of the Principal and guidance of certified staff, the Instructional Paraprofessional is responsible for reinforcing strategies that support curriculum by performing a variety of duties associated with the supervision of students as they are involved in various school activities. Specific assignments will vary from program to program depending on the job assignment; duties may include small group instruction in academic areas, lunchroom supervision, noon recreation/recess supervision, in-school suspension, playground monitoring and/or CARES room supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists and collaborates with teachers in academic subject areas by providing small group instruction to students.
 - Reinforces classroom strategies and curriculum
 - Manages student behavior by enforcing classroom guidelines and expectations.
 - Prepares supplemental material to coincide with lessons.
 - Monitors and communicates with certified staff regarding individual progress of students.
2. Manages and provides a safe environment for students during various school activities (lunchroom, recess, playground, etc.) by enforcing safety guidelines, managing student behaviour and tending to injured students according to school policies and regulations.
3. Supervises classrooms during the proctoring of tests.
4. Assists with student behavior management and discipline including problem solving student behavior concerns, using positive behavior supports.
5. Performs other related duties as assigned.



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EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- High School Diploma or equivalent

License/Certification Requirements:

- ParaPro Certification or Para Portfolio (if highest level of education is a High School Diploma)

Knowledge required to perform the essential functions of the job:

- Knowledge of basic math, reading, language and science concepts pertinent to area of assignment.
- Knowledge of general learning concepts.
- Knowledge of the fundamentals of child development and behavior, especially emotional, social, physical and cognitive development.
- Knowledge of problem solving and conflict resolution techniques.
- Knowledge of behavioral management strategies and crisis intervention.
- Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.
- Knowledge of basic first aid.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to interact and communicate effectively and appropriately with students, parents and other educational professionals.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Developing a rapport with children and effectively presenting information in an individual or small group setting.
- Skilled in supervising student behavior and applying consistent responses for appropriate and inappropriate behaviors.
- Applying rules, instructions, and stated policies.
- Ability to effectively use technology, operating equipment including assistive technology, computers, printers, and copiers.



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- Ability to be flexible and organized and maintain excellent organization and time management skills.
- Ability to supervise large groups of children, including children with special needs.
- Managing the CARES Room; effectively dealing with student discipline.
- Maintaining confidentiality, following Data Privacy rules and regulations.
- Building relationships with students to help maintain a positive and safe school culture.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.