

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Paraprofessional*

**QUALIFICATIONS:** 48 hours of college credit with grade point average of 2.0 and hours must include 3 hours of English Composition, 6 hours of English/Reading, 6 hours of Math; *OR* an associate or higher post-secondary degree; *OR* a passing score (450) on the ParaPro Exam; must be at least twenty (20) years of age

**REPORTS TO:** Principal, Teacher, Supervisor, or Superintendent

**SUPERVISES:** Assigned students

**ACCOUNTABILITY:** Performance Evaluation annually

**SALARY:** Paraprofessional Salary Schedule

**TERMS OF EMPLOYMENT:** 9 - Month

**JOB GOAL:** To assist teachers in the education of students.

**PHYSICAL DEMANDS:** May include walking and standing to a significant degree, kneeling, stooping, squatting, crawling, bending, balancing, crouching, reaching, grasping, lifting, head and neck movement, and movement across midline. The paraprofessional must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination. Paraprofessional must have accurate hearing and visual acuity including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **PERFORMANCE RESPONSIBILITIES:**

- Perform all tasks assigned in order to allow the teacher to teach, including, but not limited to: preparation of class work, preparation of displays, grading student work, assistance in student instruction, and assistance in watching and caring for students in all school settings.
- Work in an assigned school/class each year. School/class assignments may vary from year to year or during the school year, depending on student needs.
- Assist in maintaining a neat classroom conducive to learning.
- Ensure the student's academic and behavioral needs are being met.
- Displays a positive attitude for working with all children.
- Understands the policies of the school to which he/she is assigned.
- Works under the direction of the foundation teacher.
- Works individually or in small groups with students to provide tutorial assistance on an "as needed basis".
- Accepts constructive criticism and as a result makes an effort to improve.
- Is loyal to the school, principal, and teacher.
- Discusses problems with the teacher first.

## PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant 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 actions or behaviors 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, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, 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.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Effective 07/01/2024**