



Cirrus Academy Charter School Job Description

Official Title: Paraprofessional

Length of Work Year: 182 days

Summary Description of Classification: Under close supervision, performs routine pupil contact duties in schools. Workers operate photocopy machines, collate and staple materials, sort and file, and word processing. Other assignments involve lunchroom and playground attendance duties, monitoring activities, tasks assigned by the teacher in support of classroom learning activities and assisting students as needed. Additionally, may assist with classroom management and other non-instructional duties. A paraprofessional is defined as a person who relates in role and function to a professional and who does a portion of the professional's job or task under the supervision of a professional. The paraprofessional the supervision of a professional. The paraprofessional has some decision-making authority as limited and regulated by his or her relationship with the professional.

Minimum Qualification Standards

Knowledge, Abilities and Skills:

1. Knowledge of child development and student learning.
2. Some knowledge of teaching and instruction methods.
3. Ability to use technology effectively.
4. Ability to work with children by implementing lesson plans.
5. Ability to instruct, give directions to, and provide guidance to children.
6. Ability to deal courteously and diplomatically with students, teachers, parents and school employees.
7. Ability to communicate clearly and effectively, both orally and in writing.
8. Ability to work under close supervision.
9. Ability to understand and carry out oral and written instructions.
10. Clerical skills including the use of technology in performance of duties are desired.
11. Good interpersonal skills.
12. Good organizational skills.
13. Dedicated to providing quality education to students.
14. Ability to exhibit patience and calmness under pressure.
15. Is aware of different learning strategies and is able to adapt them to maximize student learning opportunities.
16. Attendance and punctuality are an essential function of the position.

Education, Training, and Experience:

1. Completion of two (2) years of college (90 quarter or 60 semester hours) or pass the Paraprofessional GACE test
2. Some experience working with children is desired.

Certificate and License Requirements: None

Physical Demands: Some positions require the ability to move wheelchairs and related equipment and to assist in the relocation of students. Bending, walking and lifting is required.

Special Requirements: None

Paid Overtime (Y/N): Yes – 37.5 - 40 hours per week

Duties and Responsibilities:

1. Conducts small group or individual classroom activities based on lesson plans developed by the teacher.
2. Assists with the supervision of students.
3. Check, reviews and/or grades student classwork, homework and tests; observes and reports on

students' performance including their progress, weaknesses, special needs, etc...

4. Assist with routine classroom record keeping.
5. Assist with the preparation of materials for instruction (including copying and duplicating materials, constructing displays, setting up and operating audio/visual materials/equipment, etc...)
6. Observes child behavior and reports observations as necessary.
7. Assist students with classwork; works with children in need of special attention on an individual basis as needed.
8. Monitors student behavior in classroom, cafeteria, playground, etc... as necessary.
9. Performs clerical tasks and duties as necessary.
10. Ability to get things accomplished in a timely manner.
11. Ability to manage conflict and deal effectively with problem situations.
12. Must be a team player and work for the betterment of the students in the classroom.
13. Willing to go the extra mile to assist in student learning.
14. Ability to manage a broad range of responsibilities.
15. Ability to learn new skills and abilities.
16. Performs related duties as required or assigned by supervisors.

Class Established:

Date(s) Revised: 07/18

Cirrus Academy Charter School will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation so long as the accommodation does not create an undue financial hardship for the district.