

Pittsfield School District

Job Description – Paraprofessional II

Title: Paraprofessional II

Purpose: Provides individual and small group instructional support to meet the needs (academic, physical, emotional, and behavioral) of students as directed by supervising teacher(s). Supports students who need extra help or works with one or more special needs student(s). Performs all other related work as required.

Minimum Qualifications:

1. Education, Training, and Experience: Associate’s Degree; plus, experience dealing with children, or any equivalent combination of education and experience. Demonstrated interest working with children in a school environment. Certified or will pursue New Hampshire Department of Education certification as a Para-educator II.
2. Knowledge, Ability, and Skill:
 - A. Knowledge: Knowledge of policies and procedures of the school district. Working knowledge of laws and policies relevant to the school’s work. Knowledge of the operation of computer software applications.
 - B. Ability: Ability to work with people; students, staff, and the public; ability to work independently without close supervision; ability to accept direction and constructive criticism; and the ability to participate as a team member. Must be able to operate a personal computer and display intermediate skill when using software programs for word processing, database, spreadsheet, and other software as required by the position. Willingness and ability to learn new technologies, software, and/or applications.
 - C. Skill: Excellent communication skills. Expertise and basic skill in utilizing personal computers and popular word processing, internet, email and data entry. Strong patience and organizational skills. Skill in all of the above listed tools and equipment.

3. Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work in a classroom; regularly convey information to students; regularly move about inside the classroom, and also traverse stairs. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens. Vision and hearing at or correctable to normal ranges.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Provides individual instructional support to meet the needs of students as directed by the supervising teacher.
2. Provides instructional support to students in need to include behavioral, academic, physical, and emotional.
3. Maintains current knowledge of student program needs (IEP's, Title I interventions, etc.) and supports achievement of program goals.
4. Directs children on the playground and/or when going home.
5. Consults with supervising teacher(s) to promote successful educational experiences for all students.
6. Provides student supervisory duties in compliance with school procedures as assigned.
7. Participates actively in meetings as assigned.
8. Provides unbiased feedback regard student performance to appropriate educational staff when indicated and/or requested.
9. Provides classroom supervision and program as directed in the role of substitute teacher when so assigned.
10. Performs recordkeeping functions as directed by administration.
11. Participates in weekly program of supervision with professional staff member.
12. Complies with all policies and procedures established by the School Board and School Administration.
13. Participates in professional development activities in conjunction with pursuing and maintaining New Hampshire Department of Education Para-educator II certification.
14. Performs similar or related work as required, directed or as situation dictates.

Supervision:

1. Supervision Scope: Performs varied and responsible duties requiring a moderate measure of responsibility and the exercise of judgment and initiative to perform duties and complete assigned tasks.
2. Supervision Received: Works under the direction of the Classroom Teacher or Special Education Case Manager. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards.
3. Supervision Given: None

Work Environment:

1. Work is performed in a school classroom environment. Majority of work is performed in a moderately noisy work environment.
2. Operates computer, printer, scanner, telephone, copier, facsimile machine, and all other standard office equipment.
3. Makes frequent contact with school department staff, public, students, and parents. Contact requires a high degree of tact and confidentiality. Contact is in person, by telephone, or by email.
4. Employee has access to highly sensitive and confidential information pertaining to staff, parents and students.
5. Errors could result in delay or loss of service, and possible legal ramifications.

Terms of Employment: As established by the Pittsfield School Board.

Performance Evaluation: Probationary period and annual performance evaluation as established by the Pittsfield School Board.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: November 7, 2019