

## **Eagle Butte Public School District 20-1**

### **JOB DESCRIPTION**

### **JOB TITLE: EDUCATIONAL SUPPORT SERVICES - PARAPROFESSIONAL**

### **REQUIREMENTS:**

- A. Education Level: Two years' successful post high school education or equivalent college credits, or equivalent experience to the position and the ability to pass certification assessments.
- B. Experience Desired: At least one year of work experience in a position requiring interpersonal interaction skills, or be open to receive training as required by the position.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Computer proficiency in spreadsheets, and databases, and word processing. Demonstrated ability to work well with others. Demonstrated organizational and task completion skills.

**REPORTS TO:** Building Principal

**RECEIVED GUIDANCE FROM:** Building Principal, Assistant Principal, Instructional and School Improvement Coaches, and/or Special Education Coordinator

### **ESSENTIAL FUNCTIONS:**

- To assist, support, and work closely with teachers, administrators, and other team members in providing a quality instructional program to continuously improve student achievement.

### **EVALUATED DUTIES:**

#### 1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

#### 2. Professional Responsibilities

- Shows initiative in addressing needs.

- Managing routines and procedures
- Problem solving skills
- Communication and interactive skills
- Time management
- Organizing physical space
- Professionalism
- Attendance and tardiness

3. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students

4. Follow District and building policies and procedures

5. Support of District goals

6. *Maintains confidentiality at all times.*

7. Perform other duties as assigned

**JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:**

- Participates in professional learning communities to enhance student achievement
- Communicates consistently and positively with staff
- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher
- Provides extra assistance to students with exceptionalities, such as non-English-speaking students or those with physical and/or mental disabilities, and 504 Plans
- Assists as directed by the supervising teacher in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP team
- Assists the teacher in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials to support instructional activities planned by the teacher
- Assists identified students with transporting materials or supplies as needed
- Assists identified students with specific personal and physical needs
- Assists with bulletin boards and decorations for instructional purposes and for special events
- Supervises students in classrooms, hallways, cafeterias, school yards, and gymnasiums, or on field trips
- Communicates clearly and positively with students and all stakeholders