



JOB TITLE	DEPARTMENT	REPORTS TO
Substitute Paraprofessional	School Operations	Principal

<b>Position No:</b> 51115	<b>Length of Work Year:</b> As Needed
<b>Salary Schedule:</b> hourly rate (see Section 8 of salary schedule book)	<b>Date Approved:</b> 11/06/19
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To assist the classroom teacher in providing academic and behavioral support for individualized or small groups.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. Ability to perform the functions of the position.</li> <li>3. Successful completion of a Job Safety Testing specific to the essential functions and measured physical demands of the position.</li> <li>4. Must be reliable and punctual with flexible availability.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To assist in instructional activities as directed by the classroom teacher.</li> <li>2. To assist with maintaining an effective classroom environment as instructed by the classroom teacher.</li> <li>3. To assist an assigned child or children with activities requiring support during physical activities.</li> <li>4. Follow appropriate training and lead small group activities planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.</li> <li>5. To prepare and make teaching materials as instructed by the classroom teacher.</li> <li>6. Assist with instruction of students with disabilities, as assigned.</li> <li>7. To assist students with activities of daily living which may include personal hygiene, grooming, health and safety issues as directed by the classroom teacher.</li> <li>8. To report to the building administrator (or designated staff) upon arrival at the school building to sign in and receive special instructions.</li> <li>9. To adhere to the confidentiality requirements of the school and district.</li> <li>10. To perform other duties as assigned by the school administrator.</li> </ol>

PHYSICAL DEMAND CLASS:
<p>Very Heavy (VH) - Frequent lifting and carrying of objects weighing 50-100 pounds; infrequent lifting and carrying of objects weighing in excess of 100 pounds; Continuous standing and/or walking is required to carry out duties; Occasional walking at a fast pace and/or running may be required.</p> <p style="text-align: center;">For the Position of: <b>PARAPROFESSIONAL</b> <b>PDC Level: MEDIUM</b></p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to</p>

successfully complete the following job specific tests prior to being recommended to the School Board for hire.

*Job Specific Task I*

**Task Simulated:** Lifting/Transferring students

**Equipment Used:** NIOSH box weighted to 50 lbs., 2 20-inch height shelves or surfaces

**Description of Task Simulation 1:** With NIOSH box weighted to 50 lbs. and placed on shelf so lower box handles are at 20-inch height from floor, the candidate will lift using lower handles then pivot to place box on a shelf at similar height. This is to be done for 2 repetitions.

*Job Specific Test II*

**Task Simulated:** Push/Pull - Student mobility/positioning

**Equipment used:** Sled weighted for 50 lbs. /force or Force gauge

**Description of Task Simulation 2:** Candidate will demonstrate ability to push then pull a weighted sled with hands at self-selected height for 5-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 50 lbs. for pushing and pulling for 1 repetition for each direction.

*Job Specific Test III*

**Task Simulated:** Seat belt Handling

**Equipment used:** Fine motor activity tools (buckle strap or similar fine motor activity)

**Description of Task Simulation 3:** Candidate will demonstrate ability to assume posture (including stoop, kneel, or crouch) to reach at arm's length to 20-inch height from floor to perform fine motor activity for 1-minute. This is to be done for 1 repetition.

