



JOB TITLE	DEPARTMENT	REPORTS TO
Teacher's Aide Paraprofessional	School Based	Principal

Position No: 51114	Length of Work Year: 10 Months
Salary Schedule: C03	Date Approved: 10/1988
FSLA: Non-exempt	Date Revised: 1/08/08; 8/22/17

JOB GOAL
To assist in the total school program by providing a variety of support services.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent plus either AA/AS, sixty (60) hours college credit, or a passing score on a rigorous locally identified test. 2. Demonstrated organizational and basic technology skills. 3. Demonstrated initiative and resourcefulness. 4. Ability to perform the job functions.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To supervise students in various settings including but not limited to, classrooms, recess, cafeteria, and hallways. 2. To assist with morning and afternoon duty. 3. To assist teachers in preparing instructional materials as requested. 4. To assist with supervision of students during assemblies, field trips and other special activities. 5. To assist the office staff as the time allows. 6. To substitute for the classroom teacher in order to provide additional planning time or when there is an uncovered vacancy. 7. To support small group instruction or lab activities with students. 8. To participate in training required to support classroom and school-wide activities. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform all other duties assigned by the Principal.

PHYSICAL DEMAND CLASS:
Light-Medium(LM)-Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.