

**POMERENE SCHOOL DISTRICT
HIGHLY QUALIFIED PARAPROFESSIONAL JOB DESCRIPTION
OPEN UNTIL FILLED**

Job Title: HIGHLY QUALIFIED PARAPROFESSIONAL

FLSA Status: Non-exempt

SUMMARY: Under the supervision of certified teaching staff or subject specialist, assists in the education of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist student with lessons under the teacher's directions.
- Monitor student activities such as test taking, research projects, and recreation.
- Monitor the safety of the students on the playground.
- Provide clerical assistance for teachers or other staff at the site.
- Prepare teaching aids.
- Assist in cafeteria supervision.
- Assist with general classroom housekeeping duties.
- Assist with inventory and attendance tasks.
- Assist with the development of bulletin boards.
- Assist the teacher as requested.
- Monitor student's behavior on school grounds.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) and AN Associate's Degree or higher OR
- Completed two years of study (equaling 60 or more credit hours) from an accredited institution of higher education OR
- Obtained a passing score on one of the Arizona Department of Education approved assessments

- One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

IVP Finger Print Clearance Card

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.