

## Paraprofessional

**Job Title:** Paraprofessional  
**Department:** Instructional Support  
**Reports to:** Director  
**Classification:** Non-exempt  
**Category:** Support Staff

### Summary

A paraprofessional provides non-instructional services to students necessary for the student to access the district's facilities and programs. These services may include ambulatory, eating, and toileting assistance.

### Essential Duties and Responsibilities

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Duties as assigned by the principal/director.
- Maintain confidentiality of information about students and their families in accordance with Board policy and law.
- Participate in staff development training programs, faculty meetings, and special events as requested by administration.
- Prepare and provide one-to-one and small-group instruction to students as needed.
- Keep teachers informed of any special needs or problems of individual students.
- Help supervise arrival and departure of students to which assigned.
- Implement the instructor's behavioral management plan for each student in the classroom.
- Assist in the staffing and preparation for student Individualized Education Program, as needed.
- Provide assignments, correspond with teachers, and document student's attendance.
- Assist students with disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning.
- Cooperate with students, parents, and educators in formulating educational and career goals for students.
- Help with office tasks, as needed.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

None

### Qualifications

**Education** –60 hours of higher education (preferred), or passage of DESE Paraprofessional assessment. If testing into the position, the district prefers individuals to be completers of the Northwest Technical School Teaching Professions program.

**Certificates, Licenses, Registrations** – Substitute certificate or Missouri teaching certificate, special education experience preferred; or passage of DESE Paraprofessional assessment.

## **Paraprofessional**

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:  
Read and comprehend simple written and oral instructions, short correspondence and memos.  
Write short correspondence and memos.  
Communicate one on one and in small groups.

#### **Reasoning**

An individual who holds this position must have the ability to:  
Understand and follow verbal and written instructions.  
Occasionally solve problems involving concrete variables within standardized situations.

#### **Technology**

Basic computer skills including word processing and data entry.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

An individual who holds this position:  
Is frequently required to stand, stoop, bend and kneel.  
May have to use therapeutic restraint.  
Will regularly lift students.  
Must have both close and distance vision.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.