

Carson City School District Job Description: Paraprofessional

Job Title: Paraprofessional

Related Categories: Pre-K, Kindergarten, ESL, Home Advocate

Location: School Site

Reports To: Principal or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Assist and collaborate with teachers along with related staff in classroom operations specifically to support teaching and learning; to model and provide positive support for students with regard to following school norms, behaviors, routines, and general life skills; to instruct a variety of diverse students individually and in small groups; to perform clerical duties and related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: General needs and behavior of children; concepts of child development; diverse learning strategies; reading and writing in English; number concepts; record keeping techniques; operation of basic office equipment including computers; and basic first aid.

Ability to: Communicate with students and motivate them to participate in learning activities; learn to support instruction within special subject matter areas and to support students who have special learning needs by receiving instructional guidance and direction from teachers or specialists; learn and adapt to new procedures and conditions; apply knowledge and practices with judgment; recognize hazards to safety; understand laws, rules, practices, procedures, policies and regulations related to public education that pertain to the program to which the paraprofessional is assigned as provided by the Carson City School District; perform routine clerical work; supervise students in the classroom and outdoors; perform basic first aid, as needed; maintain routine records; understand and carry out oral and written instructions; operate a vehicle observing legal and defensive driving practices; establish and maintain effective proactive collaborative relationships with staff in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in basic instructional techniques, or a closely related field. Must have an Associate's Degree or completion of two (2) years of study at an institution of higher education (verified by official transcript) or pass the state-approved academic proficiency test (Paraprofessional Assessment).

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Possession of a current first aid certificate may be required.

The Job Functions:

Positions in this class are established principally to assist teachers in a variety of classrooms; to relieve teachers of certain instructional tasks; to provide close attention to a diversity of students who come with an array of learning, academic and social needs in order to provide instructional support. Incumbent typically assists students with individualized or small group and programmed materials concentrating on social-emotional and academic development. Provide support for student(s) routines, which are non-instructional in nature.

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Essential Job Functions:

Work with students individually or in small groups to tutor, reinforce or follow-up on learning activities; assist by guiding students or by providing an example in a variety of areas such as communication, computation, self-control and cooperation; help students to learn how to sequence tasks, in accordance with established guidelines; use teacher’s methods as a pattern to individualize instruction by matching instruction to needs of each learner; supervise classroom and outdoor playground activities to direct students into safe activities and relationships; help students to relate to individuals and groups with appropriate social skills; assist students to be self-reliant; use technology to produce materials in preparation for instructional activities, operate various office equipment; prepare projects; give student instructions in how to play games; administer basic first aid; perform incidental housekeeping tasks, such as cleaning work areas; help students learn normal oral speech patterns by helping them produce sounds, words and sentences; help students learn to be aware of their personal appearance and how to take care of personal needs; supervise students on field trips; test and informally assess student; explain school rules; listen to students read; assist students to learn address, telephone numbers and other life skills; put up bulletin board displays; communicate in a variety of ways with parents as advised by teacher, as well as other materials; Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Exert force up to 25 lbs., occasionally, 10-15 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
Job Category:	Specific Duties and Supplemental Modifiers:
Kindergarten:	Positions in this category are established principally to assist teachers in a regular kindergarten classroom; to provide close attention to ELL and special education students having emotional or other interruptive learning problems including dyslexia and hyperactivity. Compliance with IEPs and other instructional mandates as directed by the teacher and school district. Incumbent typically assists students with individualized or small group and programmed materials concentrating on social-emotional and academic development. <u>Supplemental Modifier: 5% added to hourly rate.</u>
ESL:	Positions in this category are employed with bilingual skills to translate and interpret information in various subject areas for teachers and English Language

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	<p>Learner (ELL) students and parents; reinforce instruction given by English as a Second Language (ESL) teachers and regular classroom teachers using a variety of activities; monitor and evaluate student progress; communicate with teachers regarding student progress; may plan, administer, and collect test data including pre/post testing; corrects test; maintain and update student files and records; provide resource assistance as needed; discusses student disabilities with teachers and implements special learning programs; understands elementary and/or secondary level subject matter to assist special students in learning; completes requisitions; may provide oral translations and interpretations for Individual Education Plans (IEP), psychological, health, and speech evaluations and accommodations for special education students; helps maintain Individual Education Plan (IEP) folders; arranges for immunization and other requirements to be accomplished; discusses with parents the progress of students.</p> <p><u>Supplemental Modifier: 20% added to hourly rate.</u></p>
<p>Home Advocate:</p>	<p>Positions in this category are employed with bilingual skills as a liaison between families and schools; provides workshops and trainings for parents on the essential functions of the school. Assists parents in accessing community and school services. May occasionally work a flexible schedule to attend afterschool events such as PTO/PTA to assist with community needs.</p> <p><u>Supplemental Modifier: 20% added to hourly rate.</u></p>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.