

## **Lexington Public Schools Para-Professional Job Description**

It is the policy of Lexington Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Para-Professional
- B. Department:** Student Support
- C. FLSA Status:** Non-Exempt
- D. Essential Requirements:**
1. High School Diploma or equivalent
  2. Forty-Eight (48) hours of college credit or pass the Para-Pro test within thirty (30) days after date of hire
  3. Knowledge of, and the ability to assist with instructing, reading, writing, and mathematics
  4. Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as needed.
  5. Computer and business machines knowledge
  6. Organizational skills
  7. Work well with children
  8. First aid knowledge
  9. Skills in public relations
  10. Bi-lingual ability is preferred but not required
  11. Maintenance of confidentiality of student information
- E. Reports To:** Building Principal or Program Coordinator
- F. May Receive Guidance From:** Supervising Teacher and Principal
- G. Essential Job Functions:**
1. A paraprofessional may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher
  2. Assist in content area instruction as directed by supervising teacher
  3. Correct papers and record grades
  4. Assist in classroom activities
  5. Supervise at lunch, activity periods and on playground
  6. Perform clerical functions as directed by supervisor
  7. Perform as a transportation para if directed
  8. If multilingual, to act as a translator with students or parents

9. Treats others with dignity and respect
10. Any other duties as may be assigned

**H. Working Conditions:**

1. Inside and outside duties
2. Heated and air conditioned building
3. Stressful tasks that require discipline and patience
4. Possible exposure to communicable diseases

**I. Job Tasks:**

1. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment and demonstrations.
3. Present subject matter to students under the direction and guidance of teachers, which may include using lectures, discussions, or supervised role-playing methods.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervise students in classrooms, hallways, cafeterias, school yards, and gymnasiums and on field trips.
6. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
7. Distribute tests and homework assignments, and collect them when they are completed.
8. Enforce administration policies and rules governing students.
9. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.

**J. Knowledge:**

1. Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

2. English Language - Knowledge of the structure and content of the English language which includes the meaning and spelling of words, rules of composition, and grammar.
3. Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications applicable to the paraprofessional's level of assignment.

**K. Skills**

1. Instructing - Teaching others how to do something.
2. Speaking - Talking to others to convey information effectively.
3. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
6. Writing - Communicating effectively in writing when appropriate for the needs of the audience.
7. Service Orientation - Actively looking for ways to help people.
8. Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
9. Sensitivity and Flexibility - Adjust actions in relation to others' actions and building positive relationships.

**M. Work Activities:**

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
2. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to

customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
9. Updating and Using Relevant Knowledge - Keeping up-to-date with technology and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

**N. Required Employee Abilities:**

1. Oral Expression - The ability to communicate information and ideas when speaking so others will understand.
2. Written Expression - The ability to communicate information and ideas in writing so others will understand.
3. Speech Clarity - The ability to speak clearly so others can understand you.
4. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension - The ability to read and understand information and ideas presented in writing.
6. Near Vision - The ability to see details at close range (within a few feet of the observer).

7. Auditory Attention - The ability to focus on a single source of sound in the presence of other distracting sounds.
8. Fluency of Ideas - The ability to develop several ideas about a topic.
9. Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem and communicating the problem to the appropriate supervisor.

**O. At Will Employment:** Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

**P. Essential Functions:** The essential functions of the position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>Essential Physical Requirements Para-Professional</b>	<b>Item is not a requirement of the job</b>	<b>Occasional -- up to 33% of time</b>	<b>Occasional/Essential -- up to 33% of time, absolutely essential to the job</b>	<b>Frequent -- between 34% - 66%</b>	<b>Continuous -- over 66% of time</b>
<b>Stamina</b>					
1. Sitting		X			
2. Walking				X	
3. Standing				X	
4. Sprinting/Running	X				
<b>Flexibility</b>					
5. Bending or twisting at the neck more than the average person		X			
6. Bending or twisting at the trunk more than the average person		X			
7. Squatting/Stooping/Kneeling		X			
8. Reaching above the head		X			
9. Reaching forward		X			
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
<b>Use of Arms and Hands</b>					
15. Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16. Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>					
17. Lifting up to 10 pounds (Mark all that apply)			X		

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	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds		X			
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				