

Vail School District Job Description

Job Title: Title 1 Paraprofessional

Department: Schools

Reports To: Principal and/or Reading Specialist

FLSA Status: Non-exempt

Classification: Level 3

Revised: August 24, 2012

SUMMARY: Assist students in learning to read and comprehend written English.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Work with individual students (or small groups) and assist them with reading lessons and instructions according to the teacher's lesson plans.

Assist with the delivery of the Title 1 services in the regular classroom.

Perform clerical and typing tasks.

Assist with general classroom housekeeping duties.

Maintain instructional files.

Supervise students as assigned; be directly responsible for their safety and welfare.

Provide detailed feedback about progress to the teacher.

Prepare instructional materials.

SUPERVISORY RESPONSIBILITIES

None

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

EDUCATION and/or EXPERIENCE

* An associate of arts degree; **OR**

* Two years of college; **OR**

* Demonstrated, through a state or local academic assessment, knowledge of, and the ability to assist in the instruction of reading, writing, and math

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

None.

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 the essential functions.

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

The noise level in the work environment is usually moderate.