

Lone Jack C-6 School District



Job Title:	Classroom Paraprofessional	Department:	Staff
Reports to:	Building Level Principals	Classification:	Exempt
Type of Position:	Non-Contracted	Length of Contract:	162 Days

Summary

The job of a Classroom Special Education Paraprofessional is done for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with special needs in the general education setting or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel.

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.

Essential Duties and Responsibilities of a Classroom Paraprofessional

An individual who holds this position is required to:

- Assisting students in achieving academic success
- Working with students who may be aggressive or disruptive in class
- Behavior support which includes physical management (training provided upon hire)
- Personal care
- Social integration
- Consultation and collaboration with Special Education and Regular Education Teachers as well as related service staff
- Any and all other duties as may be assigned per the District Teacher Handbook and Evaluation Plan

A valid Missouri Paraprofessional License is required or completion of 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official transcript); or obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript); or a valid Missouri Professional Educator License

Qualifications

An individual who holds this position is required to hold/maintain:

- Education
 - A valid Missouri Paraprofessional License;

- Or completion of 60 semester hours of college credit at a regionally accredited institution of higher education.
- Experience
 - Experience preferred.
- Clearance of District background check

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.

Conditions and Environment

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

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.

Physical Demands

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings, and supervise students. They also may be required to sit for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.