

**BEMIDJI AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE June, 2005

LAST REVISION DATE 9/1995

BAND & GRADE B-2-1-4

POSITION TITLE Title I Paraprofessional

IMMEDIATE SUPERVISOR: Designated Teacher

**Job Summary (Basic Purpose of Position)**

A Title I Paraprofessional will assist licensed teachers in instructing students with Title I needs by following teacher directives and educational plans.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.0 ASSIST LICENSED TEACHER IN INSTRUCTING TITLE I IDENTIFIED STUDENTS</p> <p>1.01 Assist individual or small groups of students as identified by a under the direction of a licensed teacher:</p> <ul style="list-style-type: none"> <li>a. Implement and conduct reading activities as established by teacher objectives.</li> <li>b. Implement and conduct math activities as established by teacher objectives.</li> <li>c. Implement and conduct writing activities as established by teacher objectives.</li> <li>d. Collect and record student performance data.</li> <li>e. Assist in adapting instructional strategies and materials according to the needs of the student.</li> <li>f. Assist and reinforce elements that support a safe and effective learning environment.</li> </ul>	B	80D		<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> <li>1.1 District policies regarding confidentiality and data privacy.</li> <li>1.2 Provisions of Educational Assistant Agreement (SBR 200-20-1).</li> <li>1.3 Title I Federal and State Guidelines.</li> <li>1.4 District and building Title I procedures.</li> <li>1.5 Human and legal rights and responsibilities of parents and students.</li> </ul> <p>ABILITY:</p> <ul style="list-style-type: none"> <li>1.1 Interact in a positive and appropriate manner with students, other educators and parents.</li> </ul>	<ul style="list-style-type: none"> <li>1.01 Data collected will indicate that instructional support has been provided consistent with instructional objectives established by licensed staff.</li> <li>1.02 Activities of students are managed as assigned by the teacher.</li> <li>1.03 Instructionally related materials have been prepared and developed.</li> <li>1.04 Assists Title I students' behavior during instruction.</li> <li>1.05 Accurate records are maintained.</li> <li>1.06 Followed the goals and objectives listed in Title I PEP's when assisting in the instruction of students.</li> <li>1.07 Other duties are performed as assigned.</li> </ul>

REGULAR ROUTINE DUTIES  
List of Things to Accomplish in Major Job  
Function

BAND/  
GRADE

% OF  
TIME  
D, W

WC

NECESSARY SKILLS,  
KNOWLEDGE, ABILITIES  
What You Have to Know to  
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<p>g. Prepare and organize materials to support learning.</p> <p>h. Effectively employ strategies that reinforce positive student behavior.</p> <p>i. Monitor and accurately collect objective information on student behavior.</p> <p>j. Use appropriate educational terminology regarding students and instructional activities.</p> <p>k. Use time effectively and efficiently to support and reinforce the instruction of students in reading, math, and/or writing.</p> <p>l. Access and effectively use available resources, including technology, to support instruction.</p>		<p>5D</p> <p>2D</p> <p>5D</p> <p>1D</p> <p>2D</p>		<p>1.2 Describe the positive benefits of education to all students.</p> <p>1.3 Understand and implement the specific instructions and directions of designated supervisor(s).</p> <p>1.4 Maintain a positive attitude while at work.</p> <p>1.5 Clearly communicate ideas to others (children and adults).</p> <p>1.6 Demonstrate respect for the diverse backgrounds of students.</p> <p>1.7 Accurately collect and maintain student performance data.</p> <p>1.8 Establish and maintain rapport with students.</p> <p>1.9 Follow oral and written direction from licensed teachers.</p> <p>1.10 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.02 Participates when requested to attend conferences with families and/or primary caregivers.</p>	<p>B</p>	<p>5D</p>		<p>1.11 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.03 Assist licensed staff with the development of instructionally related materials.</p>	<p>B</p>			<p>1.12 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.04 Model positive behavior.</p>	<p>N/A</p>			<p>1.13 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.05 Accurately gather and record student performance data.</p>	<p>A</p>			<p>1.14 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.06 Follow the goals and objectives identified in each student's Educational Plan.</p>	<p>B</p>			<p>1.15 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.07 Perform other duties as assigned by designated teaching staff and the building/program principal.</p>	<p>N/A</p>			<p>1.16 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.</p>	
<p>1.08 Follow school district policies, and state and federal statutes, rules, and regulations.</p>	<p>A</p>			<p>SKILLS:</p> <p>1.1 Demonstrates proficiency level in Reading.</p> <p>1.2 Demonstrates proficiency level in Math.</p> <p>1.3 Demonstrates proficiency</p>	

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level in Writing.

**MINIMUM QUALIFICATIONS:** Completion of two years of study at an institution of higher education (AA, AS, 60 semester credits or 90 quarter credits); and, demonstrated proficiency in reading, writing, and mathematics.