

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE 10-1986
 BAND & GRADE B-2-1-4

POSITION TITLE Instructional Paraprofessional

IMMEDIATE SUPERVISOR Designated Teacher

Job Summary (Basic Purpose of Position)

Assist teachers in instructing students by following teachers' directives.

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 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 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>1.00 ASSIST TEACHER IN INSTRUCTING STUDENTS</p> <p>1.01 Perform the following instructional duties under a teachers' direction:</p> <ul style="list-style-type: none"> a. Read to students b. Listen to students read c. Supervise vocabulary drill d. Supervise skills practice e. Administer tests f. Supervise learning games g. Drill math facts h. Manage students' group/individual activities i. Keep students on task j. Explain and re-explain directions and assignments to students. k. Check students' work for accuracy l. Supervise worksheet and/or workbook assignments. <p>1.02 Follow the goals and objectives listed in students' instructional plan.</p> <p>1.03 Prepare and develop instructionally related materials by following the directions provided by supervisor.</p>	<p>A</p> <p>A</p> <p>A</p>	<p>75D</p> <p>5D</p> <p>10D</p>		<p>Knowledge:</p> <ul style="list-style-type: none"> 1. District policies regarding confidentiality and privacy of data. 2. Provisions of SBR 200-20-1. <p>Ability:</p> <ul style="list-style-type: none"> 1. Work cooperatively with children and adults. 2. Describe the positive benefits of education to all students. 3. Carefully follow specific instructions and directions of supervisor. 4. Maintain a positive attitude while at work. 5. Communicate ideas to others (children and adults). <p>Skills:</p> <ul style="list-style-type: none"> 1. Read, write and calculate at 6th grade level. 2. Speak clearly. 	<p>1.01 Varied and structured learning experiences as assigned by the teacher are provided for students with accuracy and within established deadlines.</p> <p>1.02 Follows the goals and objectives listed in instructional plans when assisting in the instruction of students.</p> <p>1.03 Has developed instructionally related materials by following directions of supervisor.</p>

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1.04 Supervise students' behavior as assigned by teacher or principal. 1.05 Copy materials and file reports. 1.06 Maintain accurate records as assigned by supervisor.	B	5D 5D 5W			1.04 Supervises students as assigned by teacher or building principal. 1.05 Materials are copied and reports filed on time. 1.06 Accurate records are maintained as requested by supervisor.
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