

Job Title:	Paraprofessional Instruction	Wage/Hour Status:	Hourly
Reports to:	Certified Teacher & Principal	Pay Grade:	902
Dept. /School:	Assigned Campus	Date Revised:	September 12, 2022

Primary Purpose

Assist the teacher in meeting goals and objectives of students.

Qualifications

Education/Certification

High School Diploma/GED, or higher education from an accredited institution of higher education AND Minimum of 48 credit hours from an accredited institution of higher education OR Passing score on the ParaPro Assessment

Special Knowledge/Skills

- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Strong organization, communication and interpersonal skills

Experience

Experience working with students and parents

Major Responsibilities and Duties

1. Assist the teacher with instruction and concept development of children.
2. Provide individual and groups by following-up and reinforcement activities as directed by the teacher.
3. Assist with small groups.
4. Work one-to-one with students.
5. Assist with administering teacher-made tests.
6. Check student work.
7. Create and maintain filing systems for materials.
8. Create seating arrangements for various small group activities.
9. Prepare instructional materials as directed by teacher.
10. Prepare displays and bulletin boards.
11. Duplicate materials for student assignments.
12. Attend district, campus in-services, workshops and training as specified by staff development, or campus administrator.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Instructional aids, audio-visual equipment, copier, computer, and fax machine.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. May require occasional lifting of 20 pounds or more.

Terms of Employment

184 days; hourly rate to be established by the Board of Trustees.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.