

Plummer-Worley Joint School District No. 44  
P. O. Box 130/1157 E. Street  
Plummer ID 83851-0130

JOB DESCRIPTION

POSITION TITLE: **TITLE VII PARAPROFESSIONAL**

REPORTS TO: Superintendent, Board of Trustees, and Building Principal

SUMMARY: Work under the direction of the building principal and classroom teacher to support the instructional program, aligned to goals established by the Board of Trustees, the Superintendent of Schools, and those required by Idaho standards in the area of student achievement.

**DUTIES AND RESPONSIBILITIES**

1. Shall be responsible under the direction of the building principal and classroom teacher to implement appropriate learning activities in order to provide each student assigned the opportunity to reach their fullest educational, physical, emotional and social potential.
2. Works with students identified through a building referral process which takes into account attendance, grades, behavioral referrals, IRI scores, and ISAT scores.
3. Works with students proactively to maintain an acceptable standard of behavior.
4. Accepts and performs a fair share of the responsibilities necessary for the operation and progress of the school and/or district.
5. Attends faculty, in-service, and other building and district meetings as required.
6. Work with other project staff to plan, develop, implement, and maintain all student assessment data required by the district and state.
7. Works on appropriate building, district teams, and interagency teams with the purpose of increasing the likelihood each student will graduate and go on to a post-secondary institution.
8. Communicate on a regular basis with all staff members and agencies involved in the student's program.
9. Assist classroom teachers in meeting the needs of students, in accordance with state and/or federal guidelines.
10. Facilitates regular progress monitoring and keeps track of each pupil's growth in areas determined by a school team in order to ensure graduation.

11. Provides quarterly progress reports to the Title VII Committee on general accomplishments within the school without identifying individual students.
12. Learn, understand, and follow the procedures and policies of the Plummer-Worley School District No. 44.
13. Maintain the highest levels of confidentiality with both student and employee matters at all times.

*This job description is not intended to be all-inclusive, and the employee will also perform other duties as assigned by the Building Principal, Superintendent and Board of Trustees.*

### **QUALIFICATIONS**

1. Background knowledge in basic subject areas; previous teaching or aide experience in classroom setting.
2. Able to follow plans and instructions.
3. Good physical health. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. 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 sit, talk, hear, stand, walk and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. The employee must be able to move quickly enough to provide for the safety and instructional needs of students. Must be physically active and interactive throughout the school day (i.e. be able to stand for extended periods of time, stoop, bend, do some lifting, push, pull, step and have good finger dexterity, etc). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions, as well as seasonal air conditions within the community.
4. Is able to work with and relate to students and adults.
5. Background knowledge and competency in academic subject areas, Native American culture, previous teaching or aide experience in classroom setting.
6. All persons hired for this position must have an associate's degree or two years equivalent post-secondary instruction, or be able to pass the Idaho paraprofessional competency exam within one month of hire.

### **TERMS OF EMPLOYMENT**

1. This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what

type of services will be required by the district so long as employment continues.

2. An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and procedures which have been reduced to writing and made available to the employee at the building principal's office and the district administration office.
3. The employment period shall be for nine months with breaks as specified in District rules and regulations. The salary shall be commensurate with the employee's appropriate place on the approved wage scale.

### **EMPLOYEE ACKNOWLEDGMENT**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

*The purpose of this job description is to illustrate the nature of the job and related duties. This job description does not constitute a written or implied contract of employment. This district reserves the right to revise or change job descriptions including duties and responsibilities as the need arises.*