

# **Bottineau Public School District**

## **Paraprofessional Job Description**

### **Qualifications:**

1. Minimum of a High School Diploma or GED equivalent.
2. Demonstrates performance of Standard English (written and/or oral) and Mathematics.
3. Training and experience in the use of computers and other technology equipment related to the position, Mac and/or PC based systems.
4. Knowledge of related educational programs and the school community.
5. Level 3 must be highly qualified.

### **Paraprofessional Job Classification Levels**

#### **Level 1 Employee**

1. Preschool Aide
2. Kindergarten Aide
3. Individual Aide (no physical aggression/assistant)
4. MR/LD/NCD (no physical aggression/assistant)
5. Must meet Qualifications 1-4.

#### **Level 2 Employee**

1. Individual Aide (with physical aggressions/assistance)
2. Alternative High School
3. SD/Autism (no physical aggression/assistance)
4. Library
5. MR/LD/NCD (with physical aggression)
6. Must meet Qualifications 1-4.

#### **Level 3 Employee**

1. Severely Handicapped
2. SED/Autism (self contained/physical aggression)
3. Qualifying Degree (two year paraprofessional degree, DPI credited, library, professional Praxis)
4. Must meet Qualifications 1-5

#### **Level 4 Employee**

1. Bachelor's Degree in Education
2. Current license for position as required by the Department of Public Instruction- ND Teaching Certificate.

## **Reports to:**

Principal or Supervisor as assigned.

## **Supervisory Responsibilities:**

None

## **Performance Responsibilities:**

1. Student Relationships
  - a) Establishes positive relationships with students.
  - b) Acts as a role model for appropriate social skills and behavior in all situations.
2. Student Behavior
  - a) Assists staff in the management of student behavior.
  - b) Applies proactive strategies when dealing with students' behaviors.
  - c) Implements District approved techniques for verbal de-escalation, personal safety, and safe physical restraints.
  - d) Assumes safety responsibilities for students in all environments.
3. Effective Personal Team Skills
  - a) Collaborates and works cooperatively with colleagues, staff, and community representatives.
4. Application of Teacher Direction
  - a) Follows written and oral instructions.
  - b) Independently follows through on teacher directed programming/strategies.
5. Supports the District's position of valuing diversity and promoting respect.
6. Professional Development
  - a) Maintains professional competencies by attending mandatory in-services and workshops.
7. Student Supervision and Safety
  - a) Supervises and monitors groups of students.
  - b) Maintains discipline and order in halls, lunchrooms, buses, playgrounds, classrooms, and/or other social settings.
8. Assists licensed staff in preparing instructional, informational and referral materials as requested.
9. Documents student progress or behavior.
10. Adhere to and support board policy, school guidelines, administrative rules and directives;
11. Maintains a high level of ethical behavior and confidentiality.
12. Perform other duties as assigned by Principal or Superintendent.

## **Evaluation:**

Job performance is evaluated in accordance to district guidelines by the Principal or Supervisor as assigned.

Date adopted: December 2014

