

Category: **Aides/Paraprofessional**
Location: **Technical Education**
Revised/Reviewed: January 9, 2019
Adopted:

**DIISD BOARD OF EDUCATION
JOB DESCRIPTION**

Position: **Welding/~~Auto Body~~ Paraprofessional – Technical Education**

Report To: Principal, Technical Education Center

Length of Contract: Contracted School Year (Tech. Ed. School Calendar)

Employment Status: Union, Non-Exempt

Qualifications:

1. Highly preferred - 600 hours of recent relevant (within 5 years) occupational experience or equivalent course work in the welding or ~~auto body~~ fields. Prior experience with students with special needs preferred.
2. Physical Requirements:
 - Stand for extended periods of time
 - Kneeling, bending, and walking
 - Lift up to 40 lbs.
 - Driving may be necessary for this position which would require a valid driver's license.

General Description: A paraprofessional is a person who assists the professional educator in the initiation, participation and culmination of learning activities that occur in the teaching/learning experience. The primary function of the paraprofessional is to assist students with special needs in the successful completion of the technical program they are enrolled in.

Essential Functions:

1. Must have regular and reliable attendance.
2. Assist students with special needs as well as general education students with all areas of the curriculum so as to promote students success and completion.
3. Keep accurate anecdotal notes relative to the problems and progress of disadvantaged and handicapped students. These bi-weekly reports are needed to document paraprofessional involvement for grant compliance and state audit purposes.
4. Assist in providing a positive and safe learning atmosphere for students.
5. Compliment instruction by assisting the teacher, as directed, with individuals or small groups of pupils.
6. Supplements instruction by assisting the teacher, as directed, with remedial or drill activities for individuals and/or small groups.
7. Must be able to operate shop and program equipment and tools.

8. Contacts parents and other people and agencies as directed by administration including clinical site verification as needed.
9. Learns skills and techniques as needed for assisting with student's needs.
10. Be able to operate and assist students in the use of program related technology and equipment.
11. Monitor students' attendance, grades and overall performance in order to provide encouragement, support and assistance.
12. Perform other tasks and duties which may be assigned from time to time by administration.

Other Duties and Responsibilities:

1. Serve as a positive role model for DIISD constituents demonstrating how to be a responsible citizen and productive member of society.
2. Adhere to the DIISD Code of Ethics.
3. Carry out other associated duties as assigned by administration.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluid and tissue.
2. With reimbursement, may be required to use personal vehicle to perform job related functions.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

 Superintendent or designee

 Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Dickinson-Iron Intermediate School District Bylaws and Policies, which are available online at the DIISD website at www.diisd.org. These are also housed in the Superintendent and Departmental Offices and available during normal business hours.

 Signature of Staff Member

 Date