

JOB DESCRIPTION

- 1) TITLE: Paraprofessional
- 2) QUALIFICATIONS:
 - a) Sixty (60) semester post-secondary work shown on a transcript or a passing score on the paraprofessional assessment in conjunction with a diploma or GED.
 - b) **Short-term Paraprofessional license (3 years maximum).**
 - c) Interest and ability in working with students and teachers.
 - d) Ability to lift a minimum of 50 pounds.
- 3) REPORTS TO: Building Administrator
- 4) SUPERVISES: Students under the guidance of a certified teacher. (~~high school detentions, tutoring sessions, credit recovery~~)
- 5) JOB ROLE: Assist in the academic instruction of students under the immediate supervision of a teacher.
- 6) PERFORMANCE RESPONSIBILITIES:
 - a) Perform those activities assigned by and under the direct control and supervision of a certified teacher and designed to assist that teacher in the instruction of children.
 - b) Perform all activities with the teacher continuously aware of those activities so they may be controlled or modified.
 - c) May not **provide initial** ~~initiate~~ instruction **but can provide assistance and intervention.**
 - d) May not be assigned to any academic class period when an assigned teacher with a valid certificate is not present.
 - e) Serve as study hall/in-school suspension supervisor/credit recovery/tutoring session/detention monitor when necessary, as determined by the building administrator. (**MADISON/RMS/DHS only**)
 - f) Monitor and supervise students/facilities during the workday.
 - g) Assist with other building duties as assigned by the Building Administrator (**may include moving buildings for the day**).
 - h) Maintain confidentiality of sensitive matters including but not limited to student matters.
 - i) **Participate in CPI training (verbal and/or physical) as assigned by the Building Administrator.**

*Responsibilities are not all-inclusive. Additional responsibilities may be assigned by the supervisor and this job description may be modified by the District at any time. Any modifications to the job description will be done in accordance with the Dixon Educational Support Personnel Association Collective Bargaining Agreement. **Please refer to the paraprofessional binder in each building.**

- 7) TERMS OF EMPLOYMENT:
 - a) 176 work-days – ~~35~~**37.5** hours a week (full-time per CBA)/~~29 hours a week~~ **18.5** hours a week;
 - b) Pay based on salary schedule in the Collective Bargaining Agreement;
 - c) Sick days and personal days are listed in the Collective Bargaining Agreement.

8) EVALUATION

- a) Twice (1 informal/1 formal) by the Principal or his/her designee during the first year of employment in the district and annually thereafter. An employee who has worked for the District for four (4) years or more and whose most recent overall evaluation rating is “Exceeds District Standards” will be evaluated biannually unless circumstances have change.
- b) Probationary employees shall have an informal evaluation no later than the seventy-fifth (75th) day of the probationary period.