



Learning Lab Paraprofessional

FLSA Status:
Non-Exempt

Education:
60 College Credit Hours -
Required

Certification and Licenses:
Bachelor's degree with Missouri teacher
certification preferred

Clearances:
Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:
Range 9

Experience:
Job related experience desired

Reports to

Building Administrator and Executive Director of Pupil Services

Terms of Employment

179 days 7.5 hours per day, with benefits according to Board policy.

Purpose Statement

The job of Learning Lab Paraprofessional is done for the purpose/s of providing support to the instructional program within the assigned classroom with specific responsibility for providing accommodations and modifications to assignments and assessments for individuals and/or small groups of students; and providing clerical support to teacher/s and staff. All plans for a lesson originate through the classroom teacher or special education teacher.

Essential Job Functions

- Supervises the Learning Lab and students who need accommodations and modifications.
- Adapts classroom assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IDEA or Section 504 accommodations.
- Assists staff and students for the purpose of training them on computers and other technical equipment.
- Assists students, individually or in small groups, with lesson assignments (e.g. read passages, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers to assist in the delivery of accommodations and modifications as required under the IDEA and Section 504.
- Communicates with teachers and/or parents for the purpose of assisting in evaluating progress and/or implementing educational goals and objectives.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.

- Provides consistent interaction with students for the purpose of educating students.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
- Consistent and regular attendance is an essential function of the position.
- Required to use a clocking system to record hours each day of scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission and values of the district.

Other Job Functions

- Assist with field trips and class supervision.
- Assist with preparation of bulletin boards, learning centers, etc.
- Arrange instructional materials for the classroom.
- Attend meetings/training as requested.
- May be assigned routine clerical duties such as filing, typing, etc.
- May be assigned to specific assignments such as study halls, cafeteria supervision, media center, in school suspension, after school detention, etc.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adhere to all district rules, regulations, and policies.
- Adheres to good safety practices.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.