

**Job Title:** Paraprofessional  
**Department:** Administration  
**Reports To:** Principal  
**FLSA Status:** Non-Exempt  
**Prepared By:** Jack Sharma  
**Revised Date:** 3/1/2022  
**Approved by:** Jagdish Sharma

## Blackwater Community School Job Description

### Summary

Assists in teaching a diverse population of children in an atmosphere of kindness that encourages active inquiry, fosters individual growth and promotes respect for self, others and the world in which they live; establishes effective rapport with students; motivates students to develop skills, attitudes and knowledge needed to provide a good foundation for upper elementary grade education in accordance with each student's ability; and establishes good relationships with parents, community and other staff members.

### Certificates, Licenses, Registrations

Valid Arizona DPS Fingerprint Clearance Card  
Ability to Pass AZ Dept. of Education Approved Paraprofessional Exam  
Ability to Pass National Criminal Background Screen

### Education and/or Experience

- Minimum Associate's Degree and six months to one year related experience. Experience with Native American School Systems preferred.
- Must be fully vaccinated for Covid-19 or be willing to get vaccination prior to starting the job

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Discusses assigned duties with classroom teacher in order to coordinate instructional efforts.
- Assists teacher in implementing a program of instruction that adheres to the school's philosophy, goals and objectives.
- Assists teacher in implementing a program of study designed to meet individual needs of students.
- Assists teacher with creating a classroom environment conducive to learning by employing a variety of appropriate strategies.
- Assists teacher in encouraging student enthusiasm for the learning process and the development of good study habits.
- Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Presents subject matter to students under the direction and guidance of teacher, using lectures, discussions, or supervised role-playing methods.
- Tutors and assists children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teacher.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Distributes teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distributes tests and homework assignments, and collect them when they are completed.
- Grades homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Instructs and monitors students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Organizes and supervises games and other recreational activities to promote physical, mental, and social development.
- Takes class attendance, and maintain attendance records.
- Assists in bus loading/unloading and may fill in for Bus Monitors.
- Laminates teaching materials to increase their durability under repeated use.

- Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Participate in teacher-parent conferences.
- Carries out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.
- Uses computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Provides assistance to students with disabilities with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Types, files, and duplicates materials.
- Maintains good order and discipline among the students, safeguarding their health and safety.
- Reports signs of learning problems to the teacher and makes referrals as appropriate alongside the teacher.
- Supports the diverse educational and cultural backgrounds of the students served.
- Works with students individually to help them overcome specific learning challenges.
- Assists teacher in enforcing classroom rules to teach children proper behavior.
- Promotes a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Assists teacher in managing groups or individual students ensuring differentiation of learning needs, reflecting all abilities.
- Ensures that school policies are reflected in daily practice.
- Participates as part of a whole school team, and attends staff meetings and professional development as required.
- Establishes and maintains cooperative relationships with other staff members, parents and community members.
- Cooperates with the administration in planning activities and events at the school.
- Promotes the welfare of children and supports the school in safeguarding children.
- Promotes the aims and objectives of the school and maintains its philosophy of education.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

### **Supervisory Responsibilities**

This position has no supervisory duties.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to work within approved budget and conserves organizational resources.

- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to exhibits confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this position will supervise/interact with children ages 3-10, which involve getting down to the child’s level physically 45% of the day, which involves bending, stooping, and kneeling; and will guide/supervise children safely to and from the classrooms, up to 250 yards, 20% of the day.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

\_\_\_\_\_  
Signature