

West Salem School District
Job Description

Position Title: Para Professional I
 Qualifications: Preferred a two year Associates Degree in education or the equivalent in training and/or experiences working with students
 Department: West Salem School District Office
 Reports To: Building principal and/or Pupil Services Coordinator
 Prepared By: Policy Committee
 Approved By: Board of Education Date: July 14, 2008

- I. Summary: To serve as an assistant under the direct supervision of a certified teacher to assist students with special needs.
- II. Essential Duties and Responsibilities:
Summary:
- A. Assist teachers in specialized areas such as addressing seizure activity, feeding, toileting, dressing and ambulating students with physical needs.
 - B. Preparation of necessary classroom activities/forms/worksheets according to the directives of a teacher.
 - C. Supervise students and carryout specific behavioral plans and physical interventions.
 - D. Ability to supervise students in setting other than classrooms: hallways, lunchrooms, indoor recess, and on the playground.
 - E. Assist and supervise special students with all mainstreamed disciplines, detention, lunch program and field trips as assigned.
 - F. Prepare displays of student work, bulletin boards and organize student learning materials as directed.
 - G. Maintain student records of educational progress, monitor/document behavior and Individual Education Plan performance.
 - H. Sort non-confidential and objective exercises and recording data.
 - I. Contact parents upon the direction of teachers.
 - J. Perform all such other duties assigned.
 - K. Be knowledgeable and follow all district policies.
- III. Supervisory Responsibilities:
None
- IV. Qualification Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
- A. Education and/or Experience
Minimum High School graduate/HSED or GED: Preferred Associate Degree
 - B. Certificates, Licenses, Registrations:
Hold a current Wisconsin DPI Para professional license. Maintain updated First Aid, CPR and AED certification.

- C. Language Skills:
Ability to read and write as demonstrated at an 11th grade level on the Adult Academic Assessment test administered by the district or demonstrated ability to learn the necessary skills..
- D. Mathematical Skills:
Ability to compute at a level on an 11th grade level on the Adult Academic Assessment test administered by the district or demonstrated ability to learn the necessary skills test as administered by the district
- E. Reasoning Ability:
1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.
- F. Technology Skills:
1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
 2. Demonstrate appropriate software skill levels for e-mail and word processing.
- G. Physical Demands:
1. 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.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, squat, twist, bend or crawl. The employee must occasionally exert 20 to 50 pounds of force occasionally and/or lift up to 50 pounds occasionally and/or exert greater than up to 10 pounds of force constantly to move objects. The employee is required to have the skills and ability to learn and perform safe lifting techniques and is expected to use a two person lift or mechanical assistance for students weighing more than 50 pounds. This training will be provided by the Physical Therapist and/or his or her designee. The employee is also required to learn and perform safe positioning techniques for students, as directed by the Physical Therapist and/or his or her designee.
 3. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- H. Work Environment:
1. 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.
 2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.