



## Para-Professional

**SUMMARY:** Under basic supervision, assists Mandan Public School (MPS) students in school classrooms with educational programs and special assignments, and provides assistance to teachers as needed to provide a positive learning and socialization environment for the students.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assists MPS students in school classrooms with educational programs, special assignments, and individual assistance as needed; provides assistance to teachers as requested; duties may vary according to job assignment.
- Supervises, instructs, monitors, and communicates with students; conducts exercises to help students achieve learning objectives with individual assistance and small group sessions.
- Assists with supervising students, and assists in maintaining good student behavior; guides students to stay on task in work and play activities; alerts teacher to student's special behavioral and learning issues.
- Assists students with learning tasks and Individualized Education Programs (IEP).
- Assists with development of individual learning plans, class lesson plans, and special events; assists with planning, preparation, development and distribution of classroom materials.
- Monitors student behavior and documents special issues and problems; assures all required written reports are completed and submitted daily; assists with clerical duties and record keeping as needed.
- Communicates with parents, students, and staff to convey pertinent information while maintaining confidentiality of personal information.
- Assists with individual and small group interventions to improve student behavior.
- Supervises students in a variety of settings including classrooms in a group or one-on-one, during meal times, and on the playground to maintain student safety; enforces District policies and rules of conduct and reports behavior issues, disciplinary incidents, and other concerns to teacher or principal.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines**

Associate's Degree; AND one year of experience working with children; OR High school diploma and Paraprofessional certification from North Dakota Department of Public Instruction; OR an equivalent combination of education, training and experience. Must pass a thorough background investigation.

### **Knowledge of:**

- MPS policies and procedures.
- Classroom procedures and processes.
- Methods and techniques to assist in instructing reading, writing and mathematics.
- Safety rules and regulations.
- Personal computers, and specialized software applications for educational systems.
- Record keeping and file maintenance principles and procedures.

### **Skill in:**

- Monitoring and improving student behavior and learning skills.
- Assisting children and special needs students, and assessing educational needs.
- Maintaining composure, and working effectively in classroom and school facility environments.
- Dealing tactfully and courteously with students, using patience, understanding, and caring.
- Assisting students to improve behavior and socialization skills.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

A valid North Dakota State Driver's License may be required. Paraprofessional certification from North Dakota Department of Public Instruction is required. Additional training and certifications may be required for some incumbents.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard classroom and office environment; may be required to physically restrain students.