



BRANDEN ROEDER
SUPERINTENDENT

Rising Sun ~ Ohio County Community Schools

110 HENRIETTA STREET ♦ RISING SUN, INDIANA 47040

PHONE (812) 438-2655 ♦ FAX (812) 438-4636

WWW.RISINGSUNSCHOOLS.COM

RISING SUN-OHIO COUNTY COMMUNITY SCHOOL CORPORATION

JOB DESCRIPTION

.....
JOB TITLE: Paraprofessional Classroom/Clerical

TYPE OF POSITION: Classified

REPORTS TO: Teacher or immediate supervisor, Assistant Principal and Principal.
.....

POSITION PURPOSE: To assist the teacher to achieve teaching objective by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the teacher with diagnostic tests when needed.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
5. Checks notebooks, correct papers, and supervises testing and makeup work, as assigned by the teacher.
6. Assists with such activities as drill work, reading aloud, and story telling.
7. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
8. Assist the teacher with copying and laminating student materials.
9. Supervise recess or lunch duties.
10. Uphold the mission of Rising Sun-Ohio County Community Schools.
11. Alerts the regular teacher to any problems or special problems about an individual student.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
13. Attends to students' personal needs.
14. Record keeping as assigned by teacher.
15. Other duties as assigned by building administrator.
16. Attends monthly staff meetings.
17. Is an active participant in staff development.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. 2 or more years of college or passing of ParaPro exam preferred
3. Ability to plan and organize
4. Skills in human relations
5. Ability to communicate effectively before groups of students and parents.
6. Other qualifications as deemed desirable by the School Board.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the 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 individual with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

There are no environmental hazards indicated for this position.

TERMS: Length of year and rate of pay to be determined by the School Board.

EVALUATION: Evaluation of performance on this job will be in accordance with the provision in the policy handbook.