



**JOB TITLE: PARAPROFESSIONAL
SPECIAL EDUCATION - RESOURCE**

Essential Duties:

1. Provide assistance to individual students and/or small groups to reinforce educational programs and instruction.
2. Provide additional supervision of students in the resource room, playground, mainstreamed classed, lunchroom, hallways, and other places as assigned.
3. Take data on student performance and progress.
4. Assist in the preparation of instructional materials and maintenance of required records.
5. Assist in the preparation of instructional materials.
6. Carry out activities and duties as assigned.

Minimum Qualifications:

ALL CLASSIFIED POSITIONS WITH KLAMATH COUNTY SCHOOL DISTRICT REQUIRE A HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENT.
Some Paraprofessional Positions require either: (1) An A.A. Degree from an accredited institution; or (2) Transcripts proving the applicant has completed two (2) years in an institution of higher education; or (3) A passing grade on a general knowledge test given by the district.
PLEASE REFER TO THE FRONT PAGE OF THE POSTING FOR THE EDUCATIONAL LEVEL

1. **High School Diploma or equivalent.**
2. Ability to organize and communicate effectively.
3. Ability to keep information in confidence.
4. Proven work ethic.
5. Successful completion of Oregon School Based Fingerprinting and Criminal History Verification as deemed by State of Oregon legislation.

Working Conditions/Physical Requirements:

1. The physical capability to lift and carry up to fifty (50) pounds.
2. Be aware of the existence and potential exposure to hazardous chemicals as identified on MSDS sheets. Some exposure to hazardous chemicals as identified on the MSDS sheets.
3. Mental and physical capabilities to adhere to OSHA and school district safety requirements (including clothing),
4. Work within the guidelines of the school district's disease communication control plan.

PARAPROFESSIONAL - SPED RESOURCE

Working Conditions/Physical Requirements: (Continued)

5. Have the physical and mental capabilities to complete the duties of the job as required.

Terms of Employment:

Hours and days as specified on posting.

Reports to:

Building principal or designee.

Job Goal:

To assist the teacher in providing a well organized, smoothly functioning environment in the classroom.

Evaluation:

In accordance with the district classified employee evaluation program.