



JOB TITLE: PARAPROFESSIONAL

Essential Duties:

1. Assist students with their instructions programs under the direction of the classroom teacher.
2. Work with small groups of students to reinforce the material originally presented by the teacher.
3. Assist the classroom teacher with duties and supervision of students.
4. Clerical and record keeping tasks necessary to support the classroom teacher.
5. Perform other duties as assigned by building principal, teacher or designee.

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. **Must have: (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.**
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 (Title I Requirements)

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.