

KARNS CITY AREA SCHOOL DISTRICT
JOB DESCRIPTION
Paraprofessional



IMMEDIATE SUPERVISOR Director of Special Education

GENERAL DUTIES

Paraprofessionals assist teachers in improving their performance so that each child in the district may be provided with educational opportunities of a consistently high standard.

ESSENTIAL REQUIREMENTS

- A. Should have a teachers certification in the state of Pennsylvania, or meet the appropriate hiring requirement
- B. All required clearances as per current law
- C. Demonstrates accuracy and attention to detail
- D. Detailed knowledge of computer systems and Microsoft Office software
- E. Ability to work in a diverse team environment; skilled at positive conflict resolution
- F. Ability to effectively work and communicate with parents and school personnel from diverse cultures or backgrounds
- G. Maintain integrity of confidential information relating to students, staff, or district patrons
- H. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Observes, consults with, and assists individual classroom teachers in their instructional and classroom performance
- B. Works directly with individual students requiring special instructional help
- C. Assists students with special physical needs
- D. Fills in for office secretary during lunch period and at other times as assigned by the Building Principal or Special Education Director
- E. Establishes and maintains cooperative and positive relations with others
- F. Performs other duties as assigned

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing		X			
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 40 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Records, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

Employee Name (print)

Date

Employee Signature

Date