Arcadia School District
Job Description

Position Title:	Noon Support & Regular Education Paraprofessional
Department:	Regular Education
Reports To:	Building Principal
Approved By:	Board of Education

SUMMARY: To serve as an assistant under the direct supervision of one or more certified teachers to assist students in daily classroom activities and facilitate noon supervision duties in the lunchroom and recesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in small group pupil instruction; tutors pupils at teacher's request.
2. Assess students, under the direction of teachers. Observe, record, and summarize data, maintain records and share information with teachers and other professionals.
3. Assists teachers in maintaining discipline and other (non) instructional functions.
4. Assists with the setup of the classroom and prepares materials for specialized instructional units.
5. Handles attendance reports and related clerical functions with the teacher.
6. Operates standard school equipment such as copier, audiovisual, etc.
7. Supervise students and carry out specific behavioral plans and physical interventions.
8. Supervises students in settings other than classrooms: hallways, lunchrooms, indoor recess, and on the playground.
9. Provides necessary support and supervision to students during lunch times, including help opening lunch items, clearing trays, and ensuring a clean cafeteria.
10. Ensure appropriate supply of recess equipment (i.e., jump ropes, balls, etc.) in collaboration with other paraprofessionals.
11. Prepare displays of student work, bulletin boards and organize student learning materials as directed.
12. Integrate effectively technology to support student learning.
13. Establish positive and productive relationships. Communicate effectively as members of the instruction team.
14. Contact parents upon the direction of teachers.
15. Perform all such other duties assigned.
16. Able to transition from one task to another if asked in the spur of the moment.
17. Perform crossing guard duties if requested.
18. Be on time for all assigned job duties.
19. Be knowledgeable and follow all district policies to protect the safety and well-being of learners and staff.
20. As a representative of the school district, cooperate with the public and school employees in a courteous and professional manner.

SUPERVISORY RESPONSIBILITIES: Supervises students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience**

   High school diploma or general education degree (GED)

2. **Language Skills:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

3. **Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge and understanding of percentages and measurements.

4. **Reasoning Ability:**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

5. **Technology Skills:**

- Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.

6. **Other Skills and Abilities**

- Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

7. **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, squat, twist, bend or crawl. The employee must occasionally exert 20 to 50 pounds of force occasionally and/or lift up to 50 pounds occasionally and/or exert greater than up to 10 pounds of force constantly to move objects. The employee is required to have the skills and ability to learn and perform safe lifting techniques and is expected to use a two person lift or mechanical assistance for students weighing more than 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

8. 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 individuals with disabilities to perform the essential functions.
- The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.