



## Fort Cherry School District

### Job Description

<b>Title:</b>	Instructional Paraprofessional
<b>Overview:</b>	Employee shall create a positive learning environment to facilitate the personal, social, and intellectual development of students; work closely with staff and administration to promote and execute the instructional plans of the learning environment for students with additional needs
<b>Location:</b>	School Building
<b>Reports to:</b>	Classroom Teacher
<b>Supervises:</b>	Students
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

#### Essential Duties:

1. Assist in facilitating the personal, social, and intellectual development of students in the learning environment
2. Assist in establishing a positive learning environment, and respond to the individual needs of students
3. Ensure that all activities conform to individual student paperwork; building and District guidelines; and state and federal regulations
4. Communicate effectively with all members of the District and Community
5. React to change productively and handle other tasks as assigned
6. Maintain confidentiality



7. Support the mission, vision, and belief statements of the District
8. Any other responsibilities assigned by the Superintendent/Building Principal/Director of Pupil Services/Classroom Teacher

### **Qualifications and Skills:**

- High School Diploma; Associates Degree preferred
- At least one (1) year of successful experience in a school setting preferred
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively with frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

### **Terms of Employment:**

Employment obligations are defined in the Support Personnel Collective Bargaining Agreement. Such items as work year, workdays, salary, and benefits will be established in accordance with the provisions in the written agreement.

### **Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement.