

PARAPROFESSIONAL II -- INSTRUCTIONAL (Continued)

- *(6) Perform selected health procedures for students after successfully completing training with the Health Services Supervisor or his/her designee. Such procedures may include medication administration, clean intermittent bladder catheterization, gastrostomy tube feeding, or any health procedure specifically recommended by the Health Services Supervisor.
- *(7) Assist with student screening and assessment.
- *(8) Assist with specialized instruction/training for target students.
- *(9) Assist the teacher in adapting the curriculum to meet the needs of students.
- *(10) Assist in maintaining a clean and orderly environment.
- *(11) Manage the computer-assisted instruction.
- *(12) Provide student supervision as assigned.
- *(13) Assist in maintaining the security of records, materials and equipment.
- *(14) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- *(15) Assist in assessing student progress as directed, including proctoring the administration of tests, grading papers and maintaining records.
- *(16) Perform assigned clerical and bookkeeping duties.
- *(17) Serve on school/district committees as required or appropriate.
- *(18) Adhere to applicable safety standards.
- *(19) Attend all staff meetings and workshops.
- *(20) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(21) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(22) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(23) Demonstrate initiative in the performance of assigned responsibilities.
- *(24) Demonstrate support for the school district and its goals and priorities.
- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Follow attendance, punctuality and proper dress rules.
- *(27) Maintain confidentiality regarding school/workplace matters.
- *(28) Maintain expertise in assigned area.
- *(29) Manage time efficiently.
- *(30) Model and maintain high ethical standards.
- *(31) Participate in cross-training activities as required.
- *(32) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(33) Prepare all required reports and maintain updated and accurate records.
- *(34) Represent the District in a positive and professional manner.
- *(35) Respond to inquiries and concerns in a timely manner.
- (36) Perform other duties as assigned.
- *(37) May be required to work beyond the 40-hour week.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 03

Adopted 8/2/11