

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: PARA-PROFESSIONAL

### Job Summary:

The job of "Para-Professional" is done for the purpose/s of facilitating student success in academic and interpersonal skills through independently implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment, and providing direct feedback to students, parents and administration regarding student progress, expectations, goals, representing the district as needed in special education meetings, etc.

### Essential Job Functions:

- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvements and/or reinforcing classroom goals in the home environment
- Assesses and records student achievement for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc
- Assists other teachers for the purpose of implementing curriculum
- Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study
- Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students
- Monitors student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment
- Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies

### Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements
- Acts as a home/school consultant with the parents in the pre-school program.
- Translates information between hispanic parents and school employees within the program

### Essential Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance. **Knowledge** of age appropriate teaching methods, state curriculum framework, education code. **Abilities** to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.
- Licenses, **Certifications, Bonding, and/or Testing Required:** Associates' Degree in subject related to the position or 85 college credits transferable to a four year college degree program; Criminal Justice Fingerprint Clearance, District Drug Screen.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:  
 Single Grasping       Pushing and Pulling       Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                               No
  
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements: May require two-person lift of students, transfer or lift students.