06/04

GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT Job Description

Position Title: Classroom, Special Education Paraprofessional

Preparation, Experience, Skills:

High school graduate, some college work preferred (including paraprofessional certification) High level of integrity, maturity of judgment, initiative and discretion

Physical Requirements:

Constant hand/eye/mind-eye coordination, speaking, hearing, writing. Frequent bending. Some filing, standing, walking, sitting

Report to: Building Principal

Consults with: Classroom/special education teacher

Essential Functions and Duties:

Prepares instructional materials

Reinforces instructional/behavioral objectives

Tutor students one on one and in small groups

Maintains student records

Escorts students to other areas in the building

Assists with the supervision of students during recess, lunchroom, and in hallways

Checks student assignments

Performs other duties as assigned

Working Conditions:

A. <u>Inside</u> <u>Outside</u> <u>Both</u> XXX

B. Climatic Environment

If recess duty is assigned, occasional subjecting to cold below 32 degrees

C. Hazards

Exposure to communicable diseases