

# PERKINS

LOCAL SCHOOL DISTRICT

3714 Campbell St., Ste. B | Sandusky, OH 44870 | [www.perkinschools.org](http://www.perkinschools.org)

## PARAPROFESSIONAL JOB DESCRIPTION

### Position Purpose

- To assist certified professional staff with students in all educational environments to meet instructional goals and objectives.

### Essential Job Functions

1. Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, and achievement.
2. Assists and guides all students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
3. Works with students individually, in small groups, or whole group to reinforce and re-teach basic learning and implement assigned programs.
4. Assists professional staff in the administration and correction of classroom exercises, tests and assessments.
5. Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
6. Assists with record-keeping procedures to document student learning and performance.
7. Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
8. Assists all students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
9. Prepares educational materials as needed.
10. Assists teacher with parent contact, as requested, to foster effective and participatory parent involvement in student education.
11. Participates in IEP process and serves as a resource for the student personnel evaluation team as needed.
12. Assist students with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities (toileting, feeding, maneuvering, hygiene, etc.)
13. Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
14. Ability to maintain confidentiality of information regarding students, employees and others.
15. Assists with fostering independence, socialization, and self esteem for all students.

### Additional Duties:

1. Assist guidance, pupil services staff or building administration, as needed.
2. Perform any other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.



**PERKINS PROMISE**

**TO EMPOWER STUDENTS TO PURSUE THEIR DREAMS AND ACHIEVE SUCCESS.**

Phone:  
**419-625-0484**

Fax:  
**419-621-2052**

Treasurer:  
**419-625-1261**

SUPERINTENDENT  
Todd Boggs

TREASURER  
Dan Bowman

BOARD OF EDUCATION  
Jason Dulaney  
Scott Hart  
Nicole Hykes  
Ted Kastor  
Brad Mitchel

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## Equipment

1. Use standard office equipment such as computers and copiers.
2. Use personal assistive devices such as communication devices and lifts.

## Travel Requirements

1. Travel between schools, or between schools and central offices, may be required for certain positions.

## Knowledge, Skills and Abilities

1. Ability to carry out instructions furnished in written or oral form.
2. Ability to understand, apply and use computers and software applications (e.g., Word, Excel).
3. Ability to work with a diverse group of individuals.
4. Ability to establish a supportive and compassionate relationship with all students, especially those students with special needs.
5. Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work "team player mentality".
6. Ability to report work orally or in writing to supervisor as required.
7. Ability to communicate effectively in written or verbal forms.
8. Ability to perform duties in a positive, professional manner.

## Physical and Mental Demands, Work Hazards

- Works in standard office and school building environments.
- Ability to work outdoors during outdoor student activities.

## Qualifications Profile

1. High School diploma or equivalent.
2. Successful completion of college level coursework or passing of The ParaPro Assessment in order to obtain Highly Qualified Paraprofessional Certificate
3. Prior experience working with special needs children desirable.
4. Participation in CPI Training and any additional training as required by the district.



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