**Position Information**

**Position: Instructional Paraprofessional for FY 2024**

**Reports to: Superintendent/Principal Supervisory: No**

**Classification: Classified Work Term: To be discussed**

**Posted Date: February 7, 2024 Closing Date: Until Filled**

**Summary or Purpose**

Assist the teacher in creating a positive learning environment to facilitate the personal, social, and intellectual development of students.

**Minimum Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Be able to step in place and help the teacher with all duties required to work with students. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

At minimum, proof of a High School diploma or GED necessary to be considered for position

**Starting Wage**

DOE

**Job Description is below. Please remit any application materials to:**

**Michael Baldwin**

**Superintendent**

**Pribilof School District**

**PO Box 207**

**St Paul, AK 99660**

**E-Mail: baldwinm@pribilofsd.org**

**JOB DESCRIPTION**

* Assist teacher daily with all teaching duties.

**Language Skills and Abilities**

* Communicate (speak, read, and write) effectively in the English language.
* Present information and respond in a clear and understandable manner to questions from supervisor, staff, students, and public.
* Read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals.
* Write routine reports and correspondence

**Reasoning Ability**

* Solve practical problems and deal with a variety of non-standard situations.
* Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Essential Duties and Responsibilities
* Assist teacher in instructional and supportive services.
* Tutor students one on one.
* Assist in classroom management.
* Work with children with disabilities as assigned
* Assist students in physical tasks and personal hygiene, including feeding and toileting. Conduct parent involvement activities.
* Provide instructional support in the library, media center, and computer lab as needed. Communicate effectively with all.
* Assist students with remedial work, tutor students, and monitor student progress. Prepare instructional material and supplies for use the classroom.
* Running basic office equipment such as copiers and phones.
* Assist students in library, gym.
* Supervision of students AM/PM in the gym, hallways, etc. as assigned. Report accidents, assaults, destruction of property, and abusive behavior immediately.
* Perform other tasks and assume other responsibilities assigned by supervisor.
* Support the value of education and the philosophy and mission of the District.

**Physical Requirements**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

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**Environmental Conditions**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The noise level in the work environment is usually moderate.

This job description is not an employment agreement between the Pribilof School District and the employee; and is subject to change by the District as the needs of the District and requirements of the position may change.