

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Paraprofessional – Title 6</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Title 6 Coordinator/ Curriculum Director/ Building Principal/ or Designee
<b>EDUCATION:</b>	High School Diploma or GED Equivalent	<b>FLSA Status:</b>	Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	Hours and days as specified on posting		
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
<b>GENERAL JOB QUALIFICATIONS:</b>	<p>Under direct supervision of a licensed teacher/Administrator, performs a variety of tasks assisting the teacher/Administrator in development of an instructional program by working with students individually or in small/large groups; prepare instruction materials, maintain classroom discipline and conduct planned activities using teacher-designated methods and materials.</p> <p>Must be highly qualified. Two years of study at an institution of higher education with the ability to provide transcripts showing 48 completed semester credits or 72 completed quarter credits, an Associate's (or higher) degree, OR a passing score on the Praxis exam.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Provide individual and/or small group assistance to Title 6 students to reinforce educational programs and instruction.
2. Provide supplemental services to Title 6 students which are supportive of their progress.
3. Assist in preparation of instructional materials and maintenance of required record keeping.
4. Assist in the administration and collection of Title 6 paperwork.
5. Assist with classroom/school duties and the supervision of students
6. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
7. Qualify for a Type 20 ODL and may be requested to transport students.
8. Must maintain confidentiality when associated with the Klamath County School District.
9. In addition, a Title 6 Paraprofessional has a unique focus and responsibility for Native American students. Knowledge and understanding of Native American history, culture, and heritage is essential. Title 6 Learning Facilitators will have responsibilities unique to the Title 6 grant and state and federal laws governing Title 6 programs.
10. Additional duties as assigned by Building Principal, teacher or designee.
11. Regular attendance is an essential function of this position.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.			√		
21-50 lbs.		√			

51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.			√		
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.			√		
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: <u>30 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>level</u>					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>90</u> % of the time / Works Outside <u>10</u> % of the time.
Temperature Extremes: Yes
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			√		
Twist			√		
Crouch/Squat			√		
Kneel			√		
Crawl		√			
Walk-Level Surface					√
Walk-Uneven Surface				√	
Climb Steps		√			
Climb Ladder	√				
Work at Heights	√				
Reach at or Above Shoulder				√	
Reach Below				√	

Shoulder						
Use of Arms						√
Use of Wrists						√
Use of Hands						√
Grasping/Squeezing					√	
Operate Foot Controls	√					

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				√			
Standing				√			
Walking				√			
Change Positions				√			

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_ Employee Signature \_\_\_\_\_ Date  
 \_\_\_\_\_ Print Employee Name \_\_\_\_\_

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Print Name \_\_\_\_\_

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**  Yes  No      **Date of Release:** \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_ Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_