

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Paraprofessional – Special Education/ Resource		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Building Principal / or Designee
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<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 assistance to individual students and/or small groups to reinforce educational programs and instruction.
2. Provide additional supervision to students in the resource room, playground, mainstreamed classes, lunchroom, hallways and other places as assigned.
3. Assist in the preparation of instructional materials and the maintenance of required record keeping.
4. Maintain data on student performance and progress.
5. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
6. Must maintain confidentiality when associated with the Klamath County School District.
7. Regular attendance is an essential function of this position.
8. Additional duties as assigned by Building Principal, teacher or designee.
9. This position may be child specific and may require a location change.

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: 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>75</u> Type of Surface: (i.e. level, carpet, tile): level					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>100</u> % of the time
Temperature Extremes: No
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	√				

