KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Paraprofessional – Special Education/ R	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 annua	lly in accordance with Klamath County School District policies.				
GENERAL JOB QUALIFICATIONS:	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.					
	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.					
	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.					

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.				\checkmark			
11-20 lbs.				√			
21-50 lbs.			√				
51-75 lbs.		√					
76-100 lbs.	\checkmark						
> 100 lbs.	1						
Maximum an	nount lifted by v	worker without	assistance: 75 lbs.				
If required, li	If required, lifts over75lbs. are performed with two or more people or lift devices.						

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Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.	11			1	
11-20 lbs.	12			1	
21-50 lbs.	16-		1		2
51-75 lbs.	1.6	√			
76-100 lbs.	V				
> 100 lbs.	V				
Maximum wei	ght of object	pushed/pulled b	y worker: No more	than 75 lbs.	-

ENVIRONMENT (WORK CONDITIONS)

Works Inside _____100_____% of the time

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

OTHER	PHYSIC	AL DEM	1ANDS

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop	1.0			1	
Twist	100	C 1.1	100	1	10.00
Crouch/Squat	11.7	S. J. I.	1.1.1	1	
Kneel		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		1	
Crawl			1		777
Walk-Level Surface	-				1
Walk-Uneven Surface				1	GC -
Climb Steps			1	11	
Climb Ladder		1	-		
Work at Heights		1			
Reach at or Above Shoulder				1	
Reach Below Shoulder				√	
Use of Arms					√
Use of Wrists					√
Use of Hands					√
Grasping/Squeezing					√
Operate Foot Controls	V				

ENDURANCE

 UNANCE							
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				\checkmark			
Standing				\checkmark			
Walking				\checkmark			
Change Positions				\checkmark			

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:

Print Employee Name		Employee	Date	
Employer Repres	entative (Immediate Supervisor):	~~	~	101
Print Name	1	Title	Signature	Date
Prepared by:	Director of Human Resources	-		11
In the event of ar	n on the job injury:	11.1		1
<u>For physician to c</u> Is this job app		lo Date of Release:	-011	ILV
	d to regular work at this tim		'ANTICIPATED" DATE:	10