

# KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

<b>TITLE:</b>	<b>Paraprofessional</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Building Principal/ Designee
<b>EDUCATION:</b>	Associate's Degree or higher, or the equivalent in college credits	<b>FLSA Status:</b>	Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	178 Days/Year		
<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. Work with small groups of students to reinforce the material originally presented by the teacher.
2. Follow instructional plans provided by classroom teachers for small group instruction
3. Assist the classroom teacher with duties and the supervision of students and have a proven work ethic.
4. Clerical and record keeping tasks necessary to support the classroom teacher.
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. Maintain accurate records for students within the paraprofessional's instructional group.
8. Regular attendance is an essential function of this position.
9. Additional duties as assigned by Building Principal, teacher or designee.

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

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>75</u> % of the time	/ Works Outside <u>25</u> % of the time.
Temperature Extremes: Yes* (playground duty, etc.)	
Works on or around moving machinery or mechanical parts: No	

\*Dependent upon seasonal weather changes.

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:

\_\_\_\_\_

Print Employee Name Employee Signature Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_

Print Name Title Signature Date

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