

**LIBERTY UNION HIGH SCHOOL DISTRICT  
PARAPROFESSIONAL**

**DEFINITION**

Under supervision, to perform paraprofessional instructional activities as directed by a certificated employee; to provide intensified learning experiences for students in assigned areas; to provide a variety of clerical and supportive tasks for teachers and students; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions assigned to this classification are distinguished by the majority of time being devoted to classroom or instructional assistance, learning center activities, and student interaction; clerical activities which relieve teachers from necessary routine and non-instructional duties comprise the balance of the assignment. Therefore, minimal emphasis is normally placed on clerical skills.

**EXAMPLES OF DUTIES**

Assists instructional personnel with the presentation of learning materials and exercises; tutors individuals and small groups of students; assists in the tracking of students' attendance; oversees and supervises students during classroom activities, which may include field trips; reads to students, explains words and meanings, re-phrases materials and provides similar learning examples; scores tests; maintains student records and files; monitors resource centers and assists students referred for specific purposes; assists with classroom management; prepares teaching materials and learning activities, as directed; distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues, and distributes and learning materials; operates audio-visual equipment; administers and assists with coordination of tests; may use second language/cultural experience to assist bilingual/bicultural students in school activities; may assist in student conferences.

**QUALIFICATIONS**

**Knowledge of:**

Student behavior and characteristics;  
Controlling and motivating students;  
Correct English usage, punctuation, spelling and grammar, and any specific subject area for which paraprofessional application is made;  
Correct foreign language usage, punctuation, spelling and grammar, if required in a particular assignment;  
Simple recordkeeping;  
Basic technology and computer skills;  
General purposes and goals of public education;  
Specific subject area content, and/or language facility as required in special project funding approvals.

**Ability to:**

Assume responsibility for supervising students;  
Speak clearly and distinctly;  
Maintain confidentiality on and off campus especially around other students;  
Learn and utilize standard teaching aids, computers and office machines;  
Learn and utilize simple methods and procedures to be followed in instructional settings;  
Perform simple clerical work with light typing and make simple arithmetical calculations;  
Understand and carry out oral and written instructions;  
Maintain cooperative and effective work relations with students and adults.

**Experience:**

Some experience in dealing with school-age students is preferred, plus any specific experience required by special project funding.

**Education:**

Equivalent to the completion of the twelfth grade, preferably supplemented by course work in child care, psychology/guidance, instructional technology and any specific subject area for which paraprofessional application is made;  
Title I compliant as required by Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.