

# RIPON AREA SCHOOL DISTRICT

## Job Description

Department: Instruction

Job Title: Para-Professional-Building and Classroom

Qualifications: Education Level: High school diploma required. Prefer highly-qualified candidates with an associate's degree or bachelor's degree. If not highly qualified the candidate should possess the skills to satisfactorily meet highly qualified standards. Experience working with children preferred.

Other Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reports to: Building Principal directly; classroom teachers - indirectly

Job Goals: To provide assistance and carry out instructions of the classroom teacher to promote a supportive and nurturing learning environment.

### Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Administer, score, and record such achievement and diagnostic tests as the teacher recommends for individual students.
3. Work with individual, small, or large groups of students to reinforce learning of material or skills initially introduced by the teacher
4. Operate and care for equipment used in the classroom for instructional purposes.
5. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
6. Keep bulletin board and other classroom learning displays up-to-date.
7. Read to students, listen to students read, and participate in other forms of oral communication with students.
8. Help maintain individual records for each child - collection of money, attendance records, and homework.
9. Help students with their clothing if needed
10. Responsible for student safety; follows safety procedures. Assist with the supervision of students during emergency drills, assemblies, play periods, field trips, loading, and unloading of buses.
11. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
12. Use technology effectively with students and staff to facilitate teaching and learning.
13. Establish effective interpersonal relationships within the school and its community.

14. Work collaboratively and communicate effectively with other members of staff.
15. Help to instill in students the belief in and practice of ethical principles and democratic values.
16. Serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
17. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
18. Perform such duties and assumes such other tasks as may be assigned by the building principal.
19. Remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

\_\_\_\_ I certify that I have read and understand the Physical Demand Addendum .....

Terms of Employment:           The term of employment for the principals shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law.

Evaluation:                       Performance shall be evaluated annually, in accordance with the provisions of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PHYSICAL DEMAND ADDENDUM**

**PHYSICAL DEMANDS**

- Walking.....Frequently
- Sitting/Standing.....Frequently
- Climbing.....Occasionally
- Crawling/Kneeling.....Occasionally
- Bending/Stooping/Crouching.....Frequently
- Twisting/Turning.....Frequently
- Repetitive movement.....Occasionally
- Reaching.....Occasionally at/above shoulder height
- Reaching.....Frequently below shoulder height
- Pulling/Pushing.....Occasionally 10 pounds or more
- Pulling/Pushing.....Frequently 10 pounds or more
- Lifting.....Frequently 10 pounds or more
- Lifting.....Occasionally 10 pounds or more
- Carrying.....Frequently 10 pounds or more
- Carrying.....Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date