

# Job Description

<b>TITLE:</b>	<b>STEAM Paraprofessional</b>
<b>JOB GOAL:</b>	To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.
<b>REPORTS TO:</b>	Principal / Supervising Teacher
<b>SUPERVISES:</b>	Students

## **QUALIFICATIONS:**

1. Possesses at least Associate Degree or 48 semester hours of course work or equivalent;
2. Must obtain background clearance;
3. Training in Science, Technology, Engineering, Fine Arts, or Mathematics preferred
4. Such alternatives to the above qualifications as the Board might find appropriate and acceptable.

## **PERFORMANCE RESPONSIBILITIES:**

Essential functions may include, but are not limited to:

1. Assists in determining individual and class needs.
2. Assists in developing and planning learning experiences.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
4. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
5. Exhibits positive human relation skills.
6. Evaluates the educational program and/or student progress.
7. Communicates with parents/guardians, colleagues, and community groups.
8. Demonstrates proficiency in written and oral communications.
9. Maintains and submits records and reports.
10. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
11. Engages in personal professional growth and demonstrates professional ethics and leadership.
12. Perform such other duties and assumes such other responsibilities as may be assigned by the Superintendent.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to develop effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

- Stand / Sit for extended periods of time.
- Enter data into a computer terminal, operate standard office equipment, and use a telephone.
- See and read a computer screen and printed matter with or without vision aides.
- Hear and understand speech at normal levels and on the telephone.
- Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with PCBOE central office staff, district staff, and the public.