

**Job Title:** Adult Education Paraprofessional  
**Department:** Adult Education  
**Reports To:** SWHS Administrator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 01



## **SUMMARY**

The Adult Education Paraprofessional assists the teachers and staff at Southwest High School in performing classroom activities and procedures, in order for students to learn effectively.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Greets visitors and participants and assists with intake procedures.

Answers, screens, and transfers calls.

Accepts funds for student registration, fees, and activities.

Updates and maintains computer and student data files with a variety of student information.

Assists teachers in producing copies, teaching materials, and supplies as needed.

Provides instructional support assistance to students.

Assists teachers and staff with file and document management, scanning procedures, database entry.

Assists teachers and staff in planning and implementing student activities such as graduation.

Proficient with all Microsoft Office programs, internet security programs, and PowerSchool.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to help others. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

Previous experience in a public school setting is preferred. The ability to operate office machines, perform routine record keeping functions, and establish and maintain effective working relationships with co-workers, teachers, students, and the public preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

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Prepared By: <b>Adult Education Coordinator</b>		Date: <b>07/06/2009</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>07/06/2009</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
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		Date: <b>09/08/2021</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

***By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.***

Print Name:	Date:
Employee Signature:	