



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

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JOB TITLE: SUBSTITUTE PARAPROFESSIONAL/EDUCATIONAL ASSISTANT

PAY GRADE: SUBSTITUTE PARAPROFESSIONAL/EDUCATIONAL ASSISTANT

PAY SCHEDULE

SUPERVISOR: DAVID SMITH

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**JOB SUMMARY:** In the absence of the classroom aide, the substitute paraprofessional upholds/provides appropriate learning activities, experiences and classroom management for students to fulfill their potential for intellectual, emotional, physical and social growth under the direction of the classroom teacher. In the absence of clerical/office staff, the substitute paraprofessional fills in to maintain the daily operation of office procedures and duties.

**JOB SCOPE:** This position is under the direction of the campus principal, classroom teacher and/or designee.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- x Please see attached job description.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:** Work is located in a classroom or office environment. The ability to move from one location to another throughout the building and/or the district is required. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 (i) to a cart be required. Other physical activities may be required depending on assignment. Occasional travel with students on field trips may be necessary.

**MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION:**

- x Minimum of high school diploma or GED is required
- x Minimum of 48 college hours is preferred
- x Educational Aide Certificate preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to communicate (verbal, written, electronic), work, instruct and maintain emotional control under stress. Knowledge of child growth and development. Must be able to follow oral and written directions. Ability to establish effective working relationships with staff, parents and students. Ability to help maintain effective classroom management strategies is required.