



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Paraprofessional
Reports to: Supervising Teacher and Building Principal

Purposes and Objectives of the Position:

The Para Educator assists the instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Para Educator works closely with the staff and building administration.

Qualifications:

- High school diploma

General Duties and Requirements

- Assist in facilitating the personal, social, and intellectual development of students.
- Assist in establishing a positive learning environment and respond to the individual educational needs of students.
- Ensure all activities conform to district guidelines.
- Communicate and work effectively and cooperatively with members of the school district and community.
- React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- Operate all classroom equipment appropriately as required.
- Prepare for classroom activities under the supervision of a licensed teacher.
- Work with small groups of students to reinforce material initially introduced by the teacher.
- Assist individual children in need of special attention.
- Perform clerical duties as required.
- Guide independent study, enrichment work, and remedial work set up by the teacher.
- Assist teacher with non-instructional classroom duties, such as snack, toilet, and clothing routines.
- Assist with reading and storytelling.
- Assist in drill work.
- Observe and follow all school district policies at all times.
- Respond to information requests in a cooperative, courteous, and timely manner.
- Keep student and personnel information and records confidential.
- Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.

- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.