

FOWLER PUBLIC SCHOOLS
School District Position Description

Position title: Paraprofessional/Instructional Aide (Library Instructional Assistant)
Hours: Monday through Friday, approximately 7:45 a.m. to 3:00 p.m.
Department: High School and Waldron Elementary/Middle School
Reports to: Principals
Hourly Salary: Ranging from \$12.36 to \$14.50 (commensurate with experience)
Benefits: See Support Staff contract
Closing date to apply: April 1, 2024
Send resume and letter of intent to: Patrick O'Rourke, Superintendent/H.S. Principal
700 South Main Street, Box 407, Fowler, MI 48835

SUMMARY: Support general and special education students, as well as assisting teachers and other staff in daily instructional activities. Including, but not limited individualized care, and academic assistance of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Assists in small group and individual pupil instruction; tutors pupils at teachers request.
- Assists in maintaining discipline and other functions.
- Assists with set up of classroom and prepares materials for specialized instructional units.
- Operates standardization equipment such as laminator, copier, audiovisual, etc.
- May escort children to and from various rooms and playground.
- Maintains teacher and student confidentiality.
- Participates in planning, testing and monitoring as required for designated students.
- Monitor recess/lunchroom activities.
- Assists in physical therapy functions (if applicable).
- Assists staff in the supervision of students while they are loading and unloading buses, in gym, and playground.
- Assists pupils in personal hygiene, toileting, tooth brushing, and hand washing.
- Assists students with feeding skills (if applicable).
- Lifts or assists with lifting students from wheelchairs to changing tables or designated areas (if applicable).
- Sanitize classroom and equipment using approved materials.
- Attends professional development opportunities to enhance job skills.
- Attends I.E.P's and other student meetings (as requested).
- Attends school activities to assist student(s) (as requested).

ADDITIONAL ESSENTIAL QUALITIES/DUTIES (needed for Library Instructional assistant assignment)

- Ability to provide effective supervision of students in K-12
- Extensive physical demands to shelve and inventory books, and load/maintain copy machine materials.
- Technology skills necessary to operate and maintain web-based library checkout system and data base

SUPERVISORY RESPONSIBILITIES:

Supervises students under teacher or administrator direction.

QUALIFICATION 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.

EDUCATION and/or EXPERIENCE:

Must have a high school diploma (or GED equivalent). Additional considerations given to candidates with credits earned at an accredited college or university. Experience working with young adults is preferred.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work with both general education and special needs students. 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 operate and assist with technology used in schools and by students. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands or fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee, on some occasions, may lift 70 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where sounds are

coming from. The noise level in the work environment is usually moderate to noisy. The employee is frequently exposed to infection at a greater risk than the average person.

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.*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.