



POSITION DESCRIPTION

JOB TITLE: PARA EDUCATIONAL ASSISTANT Job Class: 5705, 5793, 5707, 5706, 5720, 6113 & 5701		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT:		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Under professional supervision, to engage in activities which support and individualize the teaching-learning process in the Milwaukee Public Schools.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists classroom teachers in instructing pupils in the following ways: a. Tutoring pupils in need of "special help" on a one-to-one basis as determined by the teacher; b. Tutoring pupils in small groups for the purpose of improving reading, writing and general language arts skills as determined by the teacher; c. Administering "make-up" tests and assignments for returning pupils and assisting such pupils with "make-up" work; d. Helping pupils with "special" or "class" projects and assisting them in developing research skills.
2. As directed by teachers or department chairpersons, prepares study outlines, tests, reading lists, previews movies and assists in textbook evaluation.
3. Proctors general classroom, study and library reading activities as assigned; proctors tests as directed.
4. Corrects theme folders, written exercises, tests, etc., as directed.
5. Provides specialized group and individual instruction, if so assigned, in such areas as instrumental music and bilingual activities for Spanish speaking pupils.
6. Assists in developing and maintaining research centers (libraries) for various academic departments such as English and Social Studies.
7. Assists teachers and department chairpersons in locating instructional materials (books, magazines, articles, pictures, etc.) for use in regular or experimental classroom activities
8. Assists Audiovisual Directors. Operates audiovisual equipment for instructional purposes in the classroom.

9. When the need occurs, temporarily assists the school administration in maintaining order within the school building.
10. Under professional supervision, engages in activities which promote communication and understanding between school and community.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.