



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Paraprofessional</i>	Last Revised/Approved: <i>Entered by Compensation</i>
Job Code:	Reports To: <i>School Leadership</i>
Office: <i>School-Based</i>	Department:

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: <i>Non-exempt</i>	Term of Employment: <i>FT – 30+ hours per week</i>
	Probation: <i>6 months</i>

Position Summary/Purpose:

Engages in activities which support and individualize the teaching-learning process in the Milwaukee Public Schools.

Essential Functions/ Core Competencies:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
 - ✓ *Would taking this function from the job fundamentally change the job?*
 - ✓ *Would there be significant consequences if this function were not performed?*
 - ✓ *Can other employees do this function if necessary?*
 - ✓ *How much time per week is spent doing this function?*
 - ✓ *Do people in similar positions elsewhere do this function?*
- 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.
 - As directed by teachers or department chairpersons, prepares study outlines, tests, reading lists, previews movies and assists in textbook evaluation.
 - Proctors general classroom, study and library reading activities as assigned; proctors tests as directed.
 - Corrects theme folders, written exercises, tests, etc., as directed.
 - Provides specialized group and individual instruction, if so assigned, in such areas as instrumental music and bilingual activities for Spanish speaking pupils.
 - Assists in developing and maintaining research centers (libraries) for various academic departments such as English and Social Studies.
 - Assists teachers and department chairpersons in locating instructional materials (books, magazines, articles, pictures, etc.) for use in regular or experimental classroom activities
 - Assists Audiovisual Directors. Operates audiovisual equipment for instructional purposes in the classroom.
 - When the need occurs, temporarily assists the school administration in maintaining order within the school building.

- Under professional supervision, engages in activities which promote communication and understanding between school and community.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- 48 college credits are required

Experience Requirements:

- Experience working with youth in an educational setting is desired

Knowledge, Skills and Abilities:

- *Effective oral and written communication and presentation skills are required.*
- *Must be self-directed.*
- *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.*
- *Must be able to juggle numerous responsibilities with varying deadlines.*

Working Environment:

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

- Typical office or school environment

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.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Capital.