



POSITION DESCRIPTION

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| TITLE: | Paraprofessional (or equivalent) |
| PERFORMANCE PROFILE SOURCE: | Program Professional |
| DEPARTMENT: | Programs |
| REPORTS TO: | Virtual Learning Coach & Club Directors |
| FLSA STATUS: | Temporary/Part Time - Non-Exempt |

PRIMARY FUNCTION:

The paraprofessional is a support staff position working under the supervision of the Virtual Learning Coach. The paraprofessional has some decision-making authority as limited and regulated by the MNW Boys & Girls Club organization.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

Performed under the general supervision of the Virtual Learning Coach and may include but not be limited to the following:

A. Instructional

- Conduct small group or individual classroom activities based on lesson plans developed by the online teacher and/or Virtual Learning Coach.
- Conduct interventions for struggling students under the guidance of the Virtual Learning Coach and/or Club Directors.
- Assist with supervision of the students.
- Assist with student assessment and collecting data on student progress in accordance with established policies (local school systems and MNW Boys & Girls Club organization).

B. Management

- Assist with routine record keeping.
- Assist with the preparation of materials for instruction (including the copying/duplicating of materials, construction of displays/bulletin boards, learning centers and manipulatives).
- Locate, operate and return needed equipment.
- Assist with classroom housekeeping.
- Assist in the ordering and inventory of classroom equipment and materials.
- Assist with supervision, such as student arrival/departure, lunch, snacks and other breaks and enrichment or extracurricular activities.
- Other duties as assigned by the Virtual Learning Coach and Club Directors.

ESSENTIAL JOB KNOWLEDGE/SKILLS:

Knowledge of child development; the ability to assist with a high level of proficiency in instructing, reading, writing and mathematics at various grade levels; good interpersonal skills, clerical skills which include typing, duplicating, filing, keyboarding, and operating testing and instructional equipment; Knowledge of office and media equipment. Requires regular climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions. The physical requirement of this position is medium work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures: transcribing; viewing a computer monitor or various sizes; extensive reading; Is subject to both environmental conditions: Activities occur inside and outside. May be exposed to infectious diseases, such as COVID-19; required to work in close proximity to children and others, which may involve physical contact by students on occasions.

PREFERRED QUALIFICATIONS:

- High school diploma or equivalent
- Bachelor's degree or higher preferred
- Classroom and/or tutoring experience is a must
- Passion for helping children to succeed to the best of their ability in academic endeavors and a growth mindset of overcoming obstacles with perseverance and hard work.
- Enthusiastic, patient, flexible, creative thinker and teachable
- Team player, problem solver
- Proficient with technology
- Demonstrated project management abilities
- Strong communication skills, both verbal and written
- Ability to manage, lead and supervise others
- CPR and First Aid Certifications preferred

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members/students, parents, online/school teachers and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools (teachers and administration), member's parents and other to assist in program implementation and resolving problems.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be mobile and able to be on feet for long periods of time.
- Fast paced work environment requiring the ability to multi-task

COVID-19 CONSIDERATIONS

We continue to follow CDC and local guidelines, including keeping student groups small, requiring masks of staff and children throughout the day, maintaining social distancing, pre-entry screening, and increased sanitation.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Executive Officer **Date**