



Position Title: Paraprofessional - Instructional
Bargaining Unit: Grand Rapids Public Schools Paraprofessional Association (GRPSPA)
Pay Rate: Determined by the collective bargaining agreement
Earning Days: Determined by the negotiated calendar

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

SUMMARY OF POSITION:

The Classroom Paraprofessional is responsible for working as a team member in providing a quality educational program for assigned students by providing additional time for the teacher to plan. The Classroom Paraprofessional is also responsible for certain non-instructional and concept/skill reinforcement tasks and providing students the opportunity for additional adult/student relationships.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

JOB FUNCTIONS:

- Responsible for actively participating in building activities, meetings, parent conferences, staffing, training, IEP, when appropriate, as determined by the building administration or the assigned certified teacher.
- Present lessons to individual students or small groups, assisting in all introductions of information and concepts, selection and preparation of materials, establishment of reward systems, as determined by the certified teacher. This includes work outdoors, all year round (all seasons).
- Assist with loading and unloading of buses and recess duty, when necessary.
- Responsible for informing the certified teacher of any specific needs or

concerns regarding the students.

- Responsible for carrying through on suggestions, as directed by the teacher.
- When needed, assist with medical and grooming needs of students.
- Assist in preparing displays of student work.
- Secure, set up and operate materials and equipment.
- Assist teacher in maintaining a positive classroom climate.
- Interact with co-workers, administration, students, parents & the community in positive, supportive and cooperative ways.
- Work outside each day for extended periods of time.
- Perform other duties as assigned.

This description is intended to describe the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required to be performed in the position.

REQUIRED QUALIFICATIONS:

- Must have:
 - completed at least two years of study at an institution of higher education (60 credits); or
 - obtained an associate's or higher degree; or
 - achieved a passing score on a MDE approved assessment.
- Demonstrated ability to deal with students, parents, staff and community in a tactful and courteous manner.
- Demonstrated experience working with children.
- Demonstrated good attendance and punctuality.
- Demonstrated respect for the confidential requirements of information.
- Demonstrated excellent communication skills (written and verbal).
- Demonstrated good organizational skills.
- Demonstrated ability to work in a diverse environment.
- Demonstrated ability to participate as a member of the team.

ADA REQUIREMENTS:

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Must be able to work in all outdoor environments, hot, cold, snow, rain. Must be able to withstand exposure to all types of weather.

WORK ENVIRONMENT:

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being and work output of students.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

METHOD OF APPLICATION:

Grand Rapids Public Schools manages employment applications online. Applications must be completed online at www.applitrack.com/grps/onlineapp. No hardcopy applications/resumes will be accepted for this position. Computer terminals are available in the GRPS Franklin Campus lobby from 8:00am – 4:00pm, Monday-Friday, for applicant use (Monday – Thursday during the summer).

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [616 819-2022](tel:6168192022) or humanresources@grps.org