



## Red Oak Independent School District

### ROMS Floater Paraprofessional

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**Job Title:** ROMS Floater Paraprofessional

**Wage/Hour Status:** Non-Exempt

**Reports to:** Principal

**Pay Grade:** Determined by Level of Education

**Dept:** ROMS

**Date Revised:** 04/2021

#### Primary Purpose:

Substitute daily at one campus as assigned. Effective substitute teachers take responsibility to ensure that the educational process is not interrupted when the regular teacher/paraprofessional is absent. They provide students with appropriate learning activities and experiences in the subject area as described in the lesson plans prepared by the classroom teacher.

#### Qualifications:

##### Education/Certification:

High school diploma or GED

##### Special Knowledge/Skills:

Ability to work well with children of all ages

Ability to instruct students and manage their behaviors as described in the Substitute Teacher Handbook

Ability to communicate effectively

Substitute teachers must be at least 21 years of age to be eligible for **high school** assignments.

##### Experience:

Some experience working with children

#### Major Responsibilities and Duties:

- Assist in guiding the learning process toward the achievement of educational goals established for each student.
- Provide instruction individually or to small groups of students.
- Assist students in interpreting directions.
- Assist in maintaining a neat, orderly classroom and in maintaining proper discipline at all times. Review and summarize lesson plans for students.
- Supervise students' individual study through such activities as repeating instructions, answering questions, operating of audio-visual equipment, and checking answers.



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- Tutor individual students and assist in improving student skills.
- Take all necessary and reasonable precautions to protect students, materials, and facilities.
- Demonstrate behavior that is professional, ethical, and responsible.
- Be prompt in attendance to assigned duties.
- Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
- Demonstrate the district's established quality customer service standards.

#### Soft Skills

- Communication Skills: excellent written, verbal, conflict management and interpersonal skills with students, parents, community members, staff, and other professionals at all times.
- Ensure superior customer service skills and an attitude of going the extra miles for others.
- Create and maintain a welcoming, service-oriented environment toward all internal and external customers.
- Leadership Skills: team player, problem solver, motivational skills, excellent planning and organizational skills, goal oriented, shows initiative, and able to multi-task.

#### Equipment Used:

Copier, personal computer, and audiovisual equipment.

#### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_