

Richfield Public Schools

Position Title: Instructional Paraprofessional

Department / Unit: Building / Department / Program as Assigned

Accountable To: Principal, Department Head or other Authorized Staff Member

Date of Latest Revision: July 2003

I. PURPOSE OF THE POSITION

To assist certified staff in the delivery of the assigned department's mainstream instructional program through direct, ongoing interactions with students in individual and/or small group settings.

- and /or -

To assist certified staff in the delivery of the assigned department's supplementary instructional / special education programs e.g. ESL, Title 1, Transition Plus, etc. for students who receive more direct support and individualized and/or small group attention.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Develops and sustains a close working relationship with the assigned department's certified staff to ensure a clear understanding of the Instructional Paraprofessional's direct work with students in the areas of general support to the instructional setting, assessments, objectives, instruction, behavioral management, working with parents, individualized planning and personal care.
- D. Confers regularly with the appropriate certified staff on program plans, implementation and strategies that will support and reinforce the instructional and experiential plans established by the certified staff or designated in-charge individual and enhance the chances for the best possible student learning and success environment.
- E. Participates in the development of individualized educational plans (IEP's) for students as appropriate.
- F. Insures the confidential treatment and security of all student information as designated in District policies.
- G. Works with students individually or in groups in a mainstream setting or in an area more suitable to the students' learning style and comfort levels.
- H. Makes daily accommodations and modifications for individuals or groups as approved by the supervising certified staff member.
- I. Helps monitor student progress and offers observations and suggestions based on student / staff interactions during the course of day-to-day program activities.

- J. Administers specific assessments as directed and report results and observations to the supervising certified staff member.
- K. Maintains daily lesson plans / instructional logs and all other student records as assigned in a timely, complete, accurate manner that ensures the security and confidentiality of all such information and its release only to authorized persons.
- L. Monitors student behavior when working one-to-one or in small groups and intervenes to keep students on task so they can complete their classroom assignments.
- M. Participates in activities designed to increase involvement of parents or guardians and may communicate with parents or guardians as directed by the supervising staff member.
- N. Participates in required in-service activities and training to improve knowledge of the and the ability to work effectively with all students, including an emphasis on special needs and high needs students.
- O. Performs other job responsibilities as assigned.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High School or GED equivalent. Some post-high school exposure to and/or training in child development or education is highly desirable and preferred.
 - Ability to incorporate into the job those general concepts covering child growth and development, behavioral characteristics, and effective techniques that will help achieve and sustain expected instructional and experiential outcomes for students.
 - Demonstrated abilities to effectively intervene to keep students on task so they can complete classroom assignments.
 - Demonstrated understanding of and ability to work effectively with special needs students individually or in a small group setting.
 - Demonstrated interest and abilities to develop and sustain good relationships with students, staff, parents, guardians and others connected to the school setting.
 - Demonstrated computer literacy and competence with the building's / department's / District's current office technologies required to keep assigned student / program records.
 - Excellent command of English in both oral and written form.

IV. WORK ENVIRONMENT

Work is typically performed in an inside, temperature controlled environment.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.