

PARAPROFESSIONAL

Qualifications:	Valid Educator License with Stipulations Paraprofessional (ELS-PARA) or Valid Professional Educator License (PEL)
Reports to:	Building Principal and Team Leaders
Work Calendar:	Full-time Follow School Calendar (approx. 177 days; includes 1 Institute Day)
Evaluation:	Building Principal
Position Goal:	To assist the classroom teacher in providing a well-organized, efficient and highly functioning class environment which enhances the instructional program and uses multiple resource materials

The Paraprofessional shall be responsible for the following duties which include but are not limited to:

Board/Superintendent:

- Observes and adheres to all Board of Education policies and Administrative rules and regulations (AR)

Classroom:

- Follow all directives of the classroom teacher
- Administer and record achievement and tests scores for individual students
- Work with individual students or in small group settings to reinforce lesson materials and skills
- Collaborate with the teacher to plan and design specific strategies to reinforce the lesson materials and skills recognizing the individual students needs, interest and abilities
- Operate and maintain the classroom equipment used for instructional purposes
- Distribute and collect workbooks, papers, and other instructional materials
- Provide guidance for independent study, enrichment and remedial work for students as determined by the teacher
- Assist with large group activities such as drill work, reading aloud and storytelling
- Read to students, listen to students read and participate in all forms of oral communication relative to reading and speech
- Provide assistance to students in the Library Media Center
- Check notebooks, make-up work, correct papers and supervise testing as needed

- Provide all relevant classroom teaching information to the substitute teacher
- Participate in student conferences with parents and staff when appropriate
- Maintain control and provide discipline that is consistent with the practices of the classroom teacher in the absence of the teacher
- Supervise students during lunch, bus duty, recess, field trips and other related activities as needed
- Attend team meetings as necessary

Individual:

- Exhibit confidentiality in relation to students, parents and faculty
- Develop open, effective and positive communication with parents
- Develop a positive working relationship with administration, staff, students and parents
- Assume responsibility for personal and professional growth and development by attending meetings, workshops, conferences and continuing education classes as related to classroom teaching
- Be knowledgeable of and adhere to the District Safety Plan