

Argos Community School Corporation

Job Title	Substitute Paraprofessional (Regular and Special Education)			
Position Type	Varies per assignment	<input type="checkbox"/> certified <input type="checkbox"/> non-certified	<input type="checkbox"/> 180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input type="checkbox"/> 12 months <input type="checkbox"/> as needed

Job Purpose: The Substitute Paraprofessional works at the building level to provide instruction and/or support to students.

Duties:

1. Prepares classroom activities under the supervision of a licensed teacher.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assist individual students in need of special attention.
4. Guide independent study, enrichment work, and remedial work set up by the teacher.
5. Reads to students, listens to students read, and participates in other forms of oral communication with the student.
6. Perform clerical duties.
7. Assists teacher with non-instructional classroom duties.
8. Participate in inservice training programs as assigned.
9. Assists with the implementation of accommodations as specified in the IEP (when applicable).
10. Performs such other duties as may be assigned by the Building Principal.

Skills/Qualifications:

1. Minimum High School Diploma or GED

Evaluated by	Building Principal
	The employee shall be evaluated annually.