



## **EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS**

- HS Diploma or GED plus 48 college credit hours or passing score on Praxis Paraprofessional Exam
- Ability to relate well to students, colleagues and parents.
- Excellent verbal and written communication skills.
- Demonstrated ability to work professionally and discretely with confidential information
- Demonstrate knowledge of curriculum, instruction, staff development and assessment process.

## **ESSENTIAL JOB FUNCTIONS**

- Direct, plan, provide, and evaluate student-learning experiences.
- Deliver evidence-based and research-based interventions to identified students.
- Develop, select and modify instructional plans and materials as needed.
- Monitor and evaluate student outcomes.
- Communicate and interact with students, parents, staff and community.
- Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of children.
- Strive to maintain and improve professional competence.
- Maintain appropriate records and data collection.
- Follow required procedures and practices.
- Monitor appropriate use and care of equipment, materials and facilities.
- Maintain accurate student attendance and progress reports.
- Utilize assessment information to organize, coordinate, collaborate, plan and deliver supplemental instruction to identified students.
- Participate in professional development activities.
- Work collaboratively with Instructional Leadership Team, administration and classroom teachers to develop plans to meet student needs.
- Supervise students in a variety of school-related settings.
- Maintain regular, on-time attendance.
- Performs other work-related duties as assigned

## **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or

Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations, call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.