

TITLE: General Education Academic Support Paraprofessional

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Demonstrated aptitude for the work to be performed.
3. Experience working with children.
4. Able to lift 50 pounds.
5. Technology skills such as Google, Microsoft
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: ADSIS teacher

JOB GOAL: Provide the students and teacher the necessary assistance to create a positive learning environment and to maintain a safe and positive school environment.

PERFORMANCE RESPONSIBILITIES:

1. Communicates effectively with supervisor concerning students' progress
2. Will tutor students as needed under the direction of the classroom teacher and the ADSIS teacher.
3. Reinforces specific reading, language and math skills under the direction of the teacher and the supervisor as well as prepares needed materials.
4. Contributes to the individual students' self-esteem and skill development as well as maintaining small group structure and management.
5. Acquire certification to be a test proctor for progress monitoring
6. Assist with bus duty, recess and other supervision assignments for student safety.
7. Maintain confidentiality as per mandated data privacy laws.
8. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.