

CHISAGO LAKES SCHOOLS, ISD #2144

TITLE: Classroom Paraprofessional

QUALIFICATIONS:

1. High School diploma.
2. Experience working with children. Able to lift 50 pounds.
3. Demonstrated aptitude for the work performed.
4. Experience with Microsoft Office Products.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Assistant Principal

JOB GOAL:

1. Provide the necessary assistance for the students to have a rewarding educational experience.
2. To maintain a safe and positive school environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students as assigned by principal.
2. Assist teachers.
3. Gather student data and record it to enable teachers to make instructional decisions.
4. Other duties as assigned.
5. Maintain confidentiality as per mandated data privacy laws.

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 noncertified personnel.