

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: PARAPROFESSIONAL – GENERAL CLASSROOM

QUALIFICATIONS:

- High school diploma required, Associate Degree preferred
- Demonstrate through a local or formal state assessment, knowledge of and the ability to assist in reading, writing and mathematics instruction
- Personal characteristics necessary for working with students, staff members, teachers, administrators, parents, and the general public
- Demonstrated respect and protection of the confidentiality of students, staff, and families
- Ability to provide individual instructional services to students under supervision
- Demonstrated ability to read and write English and use proper verbal and written language skills
- Ability to operate computers, audiovisual equipment, office related equipment and assistive technology of devices for students

REPORTS TO: Assigned Teacher and Principal

SUPERVISES: Students

JOB GOAL: The Paraprofessional will assist the teacher both inside and outside of the classroom in the delivery of instruction and supervision of students.

PERFORMANCE RESPONSIBILITIES:

1. Work under the supervision of a licensed teacher to assist in providing instruction and other services to children.
2. Assist the teacher in organizing, planning and implementing educational activities per teacher's lesson plans and recording progress data.
3. Assist teacher(s) in carrying out behavioral intervention program and collecting data.
4. Contribute to a positive learning environment.
5. Assist with implementing accommodations and/or modifications in general education classrooms and/or other educational settings.
6. Responsible for supervision of students when teacher is out of the classroom.
7. Responsible for students getting to their bus or other transportation.
8. Comply with applicable rules and regulations in the performance of their duties.
9. Maintain appropriate records and files.
10. Reflect appropriate appearance, personality, and self-control.

11. Maintain and improve professional competence, participate in staff development opportunities provided by the school division.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Operate computer, audiovisual, office-related equipment and assistive technology devices for students.
14. Perform other related tasks as assigned or required.

TERMS OF EMPLOYMENT:

10 month contract, Paraprofessional III Salary Scale as approved by the School Board. Criminal background check and TB testing required.

PHYSICAL REQUIREMENTS:

Involves limited physical tasks including, and may involve operation of equipment such as computer, copier, overhead projector, etc.

EVALUATION:

Performance of this job will be evaluated in accordance with provision of the School Board's policy on Evaluation of Personnel.