

FAIRFIELD PUBLIC SCHOOLS  
Fairfield, Connecticut

- I. JOB TITLE: Classroom/Special Subject Paraprofessional
- II. QUALIFICATIONS/REQUISITE SKILLS:  
The candidate should have knowledge and understanding of students and the ability to establish a working relationship with staff and parents and maintain confidentiality about school matters. Able to reinforce instruction and adjust to the varied duties of the assignment. There may be the need to be physically capable of varied body movements, with the capability of lifting up to a maximum of 75 pounds. Knowledge of clerical skills.
- III. EXPERIENCE AND TRAINING  
Minimum of an A.S. degree or 60 college credits or a passing score on the PARAPRO Assessment. Experience in working with children is also desirable.
- II. WORK YEAR: As defined in the bargaining unit contract
- III. REPORTS TO: Building Administrator. Daily monitoring of performance is generally delegated to the assigned teacher.
- IV. PRINCIPAL DUTIES (may include):
- A. To work with students under a teacher's supervision in order to follow-up the instruction given by the teacher.
  - B. To assist and to monitor students as they use technology equipment and materials for self-instruction.
  - C. To monitor a classroom if the teacher must leave for a temporary emergency or assigned task or to deal with individual students who are in a crises situation.
  - D. To assist the teacher in completing clerical and record-keeping duties including data collection, entry and graphing.
  - E. To aid the teacher in maintaining inventories of instructional materials.
  - F. To assist the teacher in preparing instructional materials.
  - G. To be available to assist within the building in case of urgent need as determined by the principal.
  - H. To assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests and abilities.
  - I. To assist with the supervision of students during emergency drills, assemblies, play periods and field trips.
  - J. To assist with large group activities.
  - K. To assist with wash-up and toilet routines.
  - L. To assist with swimming at the Y.M.C.A. pool.
  - M. To alert the regular teacher to any problem or special information about an individual student.
  - N. To maintain a high level of ethical behavior and confidentiality of information about students.
  - O. To assume other delegated assignments that might assist the principal, teacher and/or students.