

QUALIFICATIONS/SKILLS:

1. High school diploma
2. PEL Licensure as paraprofessional aide
3. Previous work with children is preferable
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL QUALIFICATIONS:

1. Certificate of good health signed by a licensed physician
2. Able to utilize resources from a variety of computer programs and other work units
3. Must be able to communicate verbally and through email
4. Bending, carrying, climbing must be able to travel between job sites, lifting, pushing-pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 50 lbs. such as assisting children or moving health-related equipment
5. Generally, requires 40% sitting, 30% walking, and 30% standing

REPORTS TO: Building Principal and designated administrator

JOB GOAL: To support instructional personnel in the attainment and understanding of the teaching objectives by working with individual students or small groups.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
3. Assist students with technology and/or instructional materials assigned by the teacher
4. Guides independent study, enrichment work and remedial work that is set up and assigned by the teacher
5. Assist teacher with classroom learning displays
6. Assist with large group activities such as, drill work, reading aloud and story telling
7. Reads to students, listens to students read and participates in other forms of oral communication with students
8. Assist students in the media center and with classroom technology as needed
9. Assist in adaptation of materials, activities and tests to meet individual student needs within the classroom setting
10. Assist students with personal needs
11. Informs the classroom teacher to any problem or special information about an individual student or students
12. Maintains a high level of ethical behavior and confidentiality of information about students
13. Participates in professional development as assigned
14. Assumes responsibility for other duties as may be assigned.

TERMS OF EMPLOYMENT: Salary to be established by the board. Work year includes all student attendance days and designated institute days.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services Personnel

This job description is intended to describe the general nature and level of the work being performed by employees being assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves a right to amend and change the responsibilities to meet business and organization needs as necessary.

Homer Community Consolidated School District 33c advised the public, employees, and job applicants that it does not discriminate on the basis of any non-merit factor in admission to, treatment of, or employment in its programs and activities. Equal Opportunity Employer.