

Job Title: Summer STAR/ESY Paraprofessional

Reports To: Classroom Teacher; STAR Coordinator, ESY/Special Services Coordinator

Job Summary: Provide assistance to teachers in meeting the instructional needs of student including students with disabilities. Applicants may provide preference towards placement in STAR or ESY and the coordinators will staff accordingly in line with best meeting the needs of students.

Essential functions of the job may include but are not limited to the following:

- Engaging students with hands on activities to complement learning strategies implemented by teachers
- Work with individual students or small groups to reinforce instruction
- Assisting the teacher(s) in devising strategies for reinforcing skills based on understanding of students' needs, interests and abilities
- Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior using Crisis Prevention and Intervention strategies as needed.
- Guide students in working and playing appropriately
- Assist with large group activities such as reading aloud, storytelling and field trips
- Assist with small-group guided reading activities
- Assist and supervise students throughout the program day, inside and outside the classroom
- Work with individual students or small groups to reinforce motor, academic, social, self-care or communication skills under the direction of the teacher
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional need.
- Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, and positioning.
- Assist students with physical needs and personal care, including feeding, toileting needs and personal hygiene.

Other functions of the job include but are not limited to the following:

- Completion of clerical tasks related to students to whom assigned
- Assist teacher in maintaining classroom materials, equipment and facilities in an appropriate manner
- Perform other general duties to accomplish the objectives and goals of the program

Knowledge, Skills and Abilities Required:

To perform this job successful, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have experience with and demonstrated strategies in dealing with multilingual (EL) students
- Must have excellent interpersonal, communication and organizational skills
- Minimum high school diploma or equivalent / prefer 60 semester credits in a field related to working with children
- Previous experience working in the STAR/ESY program highly preferred
- Six months experience preferred working with children or six months of post-secondary education in the areas of early childhood or similar field of student may be substituted for experience
- Ability to positive work with and motivate children in a summer-school setting
- Ability to follow verbal and written instructions
- Ability to work as a team member with staff
- Ability to understand and follow data privacy rules and regulations related to students
- Must have the ability and proven record of reporting to work on a regular and punctual basis

Physical Requirements:

- Physically capable of meeting all performance responsibilities required with students, including frequent standing, walking, stooping, bending, kneeling, pushing and pulling and occasional heavy lifting of students.