

**JACKSON SCHOOL DISTRICT
JOB DESCRIPTION**

PARAPROFESSIONAL

I. QUALIFICATIONS

- A. High School Graduate or equivalent.**
- B. Related experience and/or training preferred.**
- C. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.**

II. RESPONSIBILITIES

A. Organizational

- 1. Directly responsible to the building principal and/or program supervisor for duties as assigned by the teacher or other designated certified person(s).**
- 2. Specific duties shall be assigned by a designated certified staff member coordinated with the program supervisor and/or building principal.**

B. Operational

- 1. Shall assist, as required, with playground monitoring, monitoring on buses, monitoring of lunchroom and other such related monitoring activities.**
- 2. Shall receive requests for student assistance and report same to assigned certified staff member(s).**
- 3. Shall assist in duplicating, collating, distributing, collecting and otherwise manipulating instructional materials developed by the assigned certified staff member(s).**
- 4. Shall assist with scoring of tests and other student work based upon objective criteria provided by assigned certified staff member(s). This shall not include introduction of subjective judgment. (i.e., Essay Tests, etc.), or decisions concerning grading or interpretation of I.E.P.**
- 5. Shall assist in encouraging student(s) to maintain standards of**

acceptable school behavior.

6. Shall assist with monitoring of individualized educational activities, including free play, as specifically directed by the certified staff member(s).
7. Shall assist with housekeeping and clerical duties, as required.
 - a. Assignment to office activities when available as determined by supervisor.
 - b. Checking, recording, filing student data, such as attendance, absence, schedules, logs and other such records.
 - c. Making, receiving, and responding to routine telephone messages.
 - d. Typing and/or otherwise reproducing materials, correspondence, reports, memos, etc., as assigned.
 - e. Preparing, processing, and distributing materials to students, staff, parents and/or others as assigned.
8. Shall perform such other duties as assigned by the certified staff member(s) as consistent with this job description.

NOTE: Teacher assistants shall not be assigned nor assume responsibility for student instruction in classrooms, small groups, or on an individual basis.

adopted by board: 2/1/84
revised by board: 8/23/88