Class III - Paraprofessional

SUMMARY

Under the supervision of the Principal, this position assists with instruction, support functions, and student supervision in various classrooms or offices. Duties will vary based on needs of the individual classroom.

RESPONSIBILITIES (may include but are not limited to):

- Works with individuals, small groups, or classes of students to reinforce learning of material or skills initially introduced by the teacher, speech clinician, or librarian.
- Guides independent work, enrichment work, or remedial work that is supervised by the teacher, librarian, speech clinician, or administrator.
- Works at the request of supervisor and/or teacher with individual students.
- Assists students in the library/media center when appropriate.
- Operates and cares for equipment used in the classroom.
- Maintains a high level of ethical behavior and strict confidentiality regarding student and staff information.
- Participates in inservice training programs, as needed or assigned.
- Performs such other instructional or clerical tasks as the administration may from time to time assign within the realm of the position.
- Responsibilities may include toileting, assisting with feeding and lifting in addition to physical management training.

MINIMUM QUALIFICATIONS

Education, Training and Experience

High School Diploma; AND associates' degree or pass ParaPro test. Previous experience with children of appropriate grade level required.

Knowledge of:

- Board of Education/District policies and procedures.
- Policies, rules, and regulations covering school operations and specific areas of assignment.
- Operations, services, and activities performed by assigned school/department.
- Methods and techniques of researching and compiling information.
- Personal computers utilizing standard and specialized software applications.
- Recordkeeping and file maintenance principles and procedures.

Skill in:

- Learning and applying new information, technology, and legislation applicable to school activities.
- Using initiative and independent good judgment within established procedural guidelines.
- Dealing tactfully with staff and the public.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing to students, parents and teachers with a mastery of proper grammar, syntax, punctuation, and spelling.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Connecticut Driver's License may be required.

PHYSICAL DEMANDS/WORKING ENVIRONMENT

Work is performed in a classroom environment.

Terms of Employment:

Classification - Class III: Work Year - 40 weeks plus two professional development days. Salary determined by agreement between Manchester Board of Education and The Manchester Federation of Paraeducators.

Non-Discrimination:

Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or on any other basis prohibited by state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Inquiries regarding Manchester Public Schools nondiscrimination policies and practices should be directed to:

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