

PARAPROFESSIONAL

QUALIFICATIONS:

1. Paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 and working in a program supported with funds under this part shall have:
 - a) completed at least 2 years of study at an institution of higher education
 - b) obtained an associate's (or higher) degree; or
 - c) met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment –
 - knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
 - knowledge of, and the ability to assist in instructing, reading readiness, and writing readiness, and mathematics readiness, as appropriate.
2. Demonstrated proficiency in oral and written communication and ability to assist with instructional activities.
3. Clerical aptitude, and knowledge of information technology.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Classroom Teacher, Principal, Supervisor

JOB GOAL:

To provide non-instructional and support services inherent to the effective operation of the classroom under the direction of the instructional teacher, who is responsible to the Supervisor or Principal.

PERFORMANCE RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Assists students in making proper use of instructional equipment and materials.
3. Assists in the operation and inventory and audio/visual material and equipment.
4. Guides independent study, enrichment work, and remedial work assigned by the teacher.
5. Distributes and collects, under direction of professional staff, papers, workbooks, and other material for instruction.

6. Assists in preparing and maintaining educational displays, bulletin boards and other classroom learning displays.
7. Reads to students, listens to students read and engages student in conversation to encourage language development, under the supervision of the classroom teacher.
8. Works with individual students or small groups of students to reinforce learning of materials or skills introduced by the teacher, under the supervision of the classroom teacher.
9. Assists in assessment and evaluation of educational activities.
10. Performs clerical duties related to the instructional program.
11. Where applicable, assists students with their clothing, snack time routine, moving from room to room, and toileting activities.
12. Assists, where applicable, in loading and unloading the special education students from transportation buses or vans.
13. Assists, where applicable, physically handicapped children, particularly those who rely upon appliances and prosthetics.
14. Assists, with the supervision of students during emergency drills, assemblies, recreation, and field trips.
15. Assists pupils with various projects, crafts, and curricular tasks.
16. Provide assistance in open house, parent conferences and other district and school/parent activities.
17. Participate in approved in-service training workshops.
18. Performs other related duties as assigned, which may be within the scope of his/her employment contract or as may be assigned by his/her superiors under Authority of the Board of Education. Participate in approved in-service training workshops.

TERMS OF EMPLOYMENT:

Ten (10) month, contract responsibility. Salary as determined by negotiations between the majority representation and the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of non-instructional personnel.

Revised and Board Approved: January 26, 2005

Readopted by the Board: July 25, 2007