

POQUOSON CITY PUBLIC SCHOOLS

Human Resources Department | poquoson.k12.va.us
500 City Hall Ave, Poquoson, VA 23662 | (757) 868-3055



Title: Title I Para- Grades K-2

Position Overview:

The grant funded Title I Para provides targeted academic intervention and support in reading, writing, and math for students in grades K–2 who are identified as needing additional assistance to meet grade-level expectations. The para works under the direction of the school principal and the Title I administrator to deliver supplemental instruction aligned with the school's curriculum and Title I plan. This position is dependent upon continued grant funding.

Minimum Qualifications:

- Associate's Degree; or higher; or High school diploma or equivalent with additional 90 semester credit hours from accredited institutions; or High School Diploma or equivalent with addition of passing a rigorous test as approved by the Virginia Department of Education for purposes of becoming highly qualified under the No Child Left Behind legislation.

Performance Responsibilities

The **Title I Para** is responsible for:

- Provide small group or one-on-one academic interventions in reading, writing, and math to identified K–2 students, using instructional strategies and materials that support early literacy, foundational math skills, and writing development.
- Collaborate with classroom teachers to align instruction with student needs and the core curriculum.
- Utilize formative assessment data to guide instruction and monitor student progress.
- Ability to follow instructional plans and adapt to student needs.
- Support a positive and inclusive learning environment that promotes student engagement.
- Ability to build rapport with young students and motivate them to achieve.
- Communicate and collaborate, orally and in writing, with classroom teachers, Title I staff, and school administrators regarding student progress.
- Exhibit flexibility and patience in working with all students and staff.
- Maintain accurate records of student attendance to remediation sessions, instruction, and progress.
- Participate in required Title I meetings and staff development activities related to the position.
- Follow all school policies and procedures, including confidentiality of student information.
- Reliable, punctual, organized, and committed to maintaining confidentiality and professionalism.
- Sufficient strength, agility, and dexterity (able to lift 50 pounds unassisted).
- Performs other duties as assigned.

Terms of Employment:

Contract length is 10 months

This position is ___ exempt ___X___ non-exempt

Reports to: Building Principal

Evaluation: Evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

Approved by the Superintendent: August 2025

The School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Kimberly Montalvo, 500 City Hall Avenue, Poquoson, VA 23662, 757-868-3055. For further information on notice of non-discrimination, see list of [OCR enforcement offices](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.