

JOB DESCRIPTION
Keene School District

INSTRUCTIONAL PARAPROFESSIONAL

Purpose Statement

The job of Instructional Paraprofessional was established for the purpose of assisting teachers and students to improve student achievement in a variety of school settings.

This position is supervised by the school principal.

Core Essential Functions – the following core functions pertain to all instructional paraprofessionals, regardless of assignment:

- Demonstrates knowledge of core curriculum for the purpose of effectively assisting in facilitating student achievement.
- Reviews, reinforces and remediates skills previously addressed by a classroom teacher in individual or small group settings for the purpose of facilitating student achievement.
- Assists the classroom teacher with the preparation of instructional materials for the purpose of enhancing learning activities.
- Provides instruction to students utilizing a variety of individual and small group activities under the direction of a teacher or professional staff for the purpose of facilitating student achievement.
- Responds to emergencies (e.g., injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Participates in meetings, in-service training, workshops, etc., for the purpose of receiving and conveying relevant information as required by the district.
- Monitors individual and/or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Organizes quiet or active, age-appropriate indoor and/or outdoor activities under the direction of the classroom teacher for the purpose of actively participating in the learning activities with children.
- Administers and monitors tests, homework assignments, make-up work, etc. under the direction of a teacher for the purpose of facilitating student achievement.
- Understands and utilizes educational technologies, as appropriate, with students under the direction of a teacher for the purpose of facilitating student learning.
- Establishes and maintains open lines of communication and cooperative professional relationships with school colleagues for the purpose of supporting students.
- Performs other related duties as assigned by the principal in accordance with district policies and practices.

- Maintains state paraprofessional certification for the purpose of remaining up-to-date with current information, methodologies and best practices.

Assignment – Specific Essential Functions

Library

- Assists in maintaining materials for the purpose of providing an up-to-date reference to the Media Specialist.
- Adapts classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of supporting and reinforcing student learning.
- Assists teachers, students, and administrators in locating resource materials in the collection for use in classroom and/or class assignments for the purpose of supporting curriculum.
- Assists students with program instructions, reading selections, and curriculum questions for the purpose of improving student learning.
- Performs circulation activities (e.g., item check-in and check-out, lists of overdue items) for the purpose of controlling the use, location, and availability of items in the collection.
- Utilizes manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation, collecting fines for losses, and disseminating information to others.
- Processes library books, periodicals, software and related media materials (e.g. barcoding, data entry, etc.) for the purpose of providing students and staff with required materials.
- Promotes library materials, events, and initiatives (e.g.; bulletin boards, tabletop displays) for the purpose of increasing library usage.
- Audits the collections for the purpose of ensuring materials are current and support curriculum.

Special Education

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of supporting and reinforcing student learning.
- Implements instructional programs and lesson plans (e.g., reading, math, language, comprehension, writing, computer, etc.) under the supervision of assigned teacher, for the purpose of presenting and/or reinforcing learning concepts.
- Communicates with classroom or special education teachers for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing a safe learning environment; and/or meeting mandated requirements.

- Prepares subject-specific lessons appropriate for individuals or small groups under the direction of the classroom or SPED teacher for the purpose of implementing IEP goals.
- Researches resources and methods (e.g. intervention and instructional techniques, assessment tools and methods, community resources, etc.) in consultation with classroom or special education teacher, for the purpose of determining appropriate instructional approaches for students.
- Implements behavioral plans under the direction of a teacher for the purpose of maintaining a safe and effective learning environment.
- Assists students with self-help and personal care for the purpose of maintaining students' sanitary needs.
- Supervises and supports students during transitions (e.g., hallways, etc.) for the purpose of ensuring safe movement throughout the learning environment.

Title 1

- Identifies Title 1 eligible students by using the requisite evaluation system and data analysis for the program being administered for the purpose of selecting appropriate services for students.
- Identifies students for services based on evaluation and analysis results for the purpose of selecting appropriate services for students.
- Administers and scores assessments for the purpose of benchmarking and progress monitoring.
- Schedules, in collaboration with building reading specialist, classroom teachers, principal and Title I peers, Title I services for the purpose of supporting Title 1 students' learning goals.
- Develops strategies in collaboration with team (i.e., instructional team(s)) to best meet Title I students' learning goals for the purpose of improving student learning.
- Reports reading and/or math progress monitoring and assessment data at least monthly to the instructional team for the purpose of tracking students' progress and to comply with reporting requirements.
- Utilizes the building reading specialist as a resource for providing day-to-day guidance in content knowledge, teaching strategies, Title I student goal development, curriculum development, and assessment for the purpose of improving student learning.
- Implements Title 1 goals (e.g., parental involvement) as requested by the Project Manager, including participation in events and other methods for the purpose of meeting programmatic goals.
- Maintains student and program records in order to comply with New Hampshire and Federal guidelines, and assists in program evaluation, for the ultimate objective of increasing Title I student achievement.
- Evaluates Title I student progress during instruction, and completes required progress reports for the purpose of communicating student achievement with classroom teachers and parents.
- Conferences with parents upon request to enhance communication.

Competencies

Flexibility is required in working with others and working with specific, defined processes. Ability to work with diverse groups of individuals is also required. Specific ability-based competencies required to satisfactorily perform the functions of the job may include: learning the methods, procedures, functions and limitation of assigned duties; supervising students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; applying behavior modification techniques, communicating effectively orally and in writing with students, school staff and administrators; reading, interpreting and following rules, regulations, policies and procedures; operating standard office equipment including utilizing pertinent software applications and databases; student information system database familiarity for data entry; preparing and maintaining accurate records; establishing and maintaining effective and empathetic working relationships with others; maintaining FERPA confidentiality.

Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: Generally the job requires 50% sitting, 35% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

- Associate's degree, two years of college or equivalent required.
- Must hold or obtain NH Paraeducator certification within one year after hire.
- Experience working with children required.

FLSA Status: Non-Exempt

Approval Date: 4/20/15 WW