

SAU #6
Paraprofessional Job Description – General

Title:	Paraprofessional
Reports to:	Principal and/or Designee
Evaluated by:	Principal and/or Designee (within 90 days for new hires; annually with returning employees at end of school year.
Qualifications:	Must have completed a high school diploma at a minimum for non-Title I paraprofessional positions; For Title I paraprofessional positions, must meet HQT requirements under NCLB, or in a school-wide Title I school -all paraprofessional positions must meet HQT requirements under NCLB. Previous experience with assisting children and teachers in an educational environment would be recommended.
Position Description:	The paraprofessional helps the assigned professional staff member(s) with various tasks ranging from completing classroom clerical items; working with students individually, in small groups, in large group; implementing programs under the supervision of a certified staff member such as a library media program; and/or completing assigned duties. The paraprofessional helps the professional staff member(s) maintain classroom/program goals and objectives which support those set by the State and Local Boards of Education. Job description to be attached to Letter of Intent to Employ.
Duties:	<p>Implements activities aligned with the required educational program.</p> <p>Completes duties as assigned.</p> <p>Helps determine if program/curriculum/IEP/504 objectives are being met.</p> <p>Supervises students as required to maintain a positive learning environment.</p> <p>Conducts individual, small group, or large group instructional tasks assigned by the supervising staff member.</p> <p>Escorts students to and from instructional/building areas.</p> <p>Makes recommendations to certified staff members based on data collected on student performance, social interactions, and other pertinent observations.</p> <p>Offers information about students to teachers, case managers, administrators, guidance staff, consulting therapists, or nurses as appropriate.</p> <p>Demonstrates mastery of subject area or program.</p> <p>Communicates effectively with students and staff.</p> <p>Works cooperatively with staff members toward attaining school/program goals.</p> <p>Takes appropriate action in response to parent requests and concerns.</p> <p>Reads and abides by the Paraprofessional Master Agreement.</p> <p>Participates in appropriate professional development to increase job skills.</p> <p>Maintains confidentiality of any information about students gained through employment in the school district.</p> <p>Uses technology appropriately according to the Acceptable Use Policy.</p> <p>Reads and follows all handbook and policy requirements.</p> <p>And anything else assigned by the supervisor(s).</p>

Work Ethic Required: Accepts responsibility.

Follows oral and written instructions.

Works independently.

Operates equipment competently.

Accepts constructive criticism.

Is cooperative.

Motivates students to accept challenges without doing the work for them.

Models effective problem solving.

Shows understanding of students' needs.

Is on time to work.

Has good attendance.

Is dependable.

Uses good judgment.

Uses discretion.

Is appropriately groomed for a school environment.

Job Responsibilities Specific to this Position:

1. _____

2. _____

3. _____

4. _____

5. _____ 7/09