



Position Description

Position Title:	Paraprofessional
Reports to:	Principal
Direct Reports:	N/A
Provides work direction to:	N/A
Receives work direction from:	Teacher; Principal
FLSA:	Non-Exempt
Date:	December 2023
Schedule:	10 months, Full Time or Part Time
Benefit Eligible:	Yes

PURPOSE OF THE POSITION: To help advance the curriculum and classroom process plans developed by the assigned Teacher through performing a variety of support activities including but not limited to materials preparation, monitoring classroom activities, student / individual group practice, and whatever else is decided by the Teacher.

WORKING IN THE CATHOLIC CHURCH (*): Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is preferred that this employee be an active, participating Catholic.

1) GENERAL RESPONSIBILITIES (*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

2) ESSENTIAL RESPONSIBILITIES (*):

- A. Planning
 - 1. Confer with the assigned Teacher(s) on daily, weekly and future lesson plans.
- B. Performing

1. Prepare materials for classroom use.
 2. Conduct individual and group practice sessions and provide help to students needing such help, advising the Teacher promptly of such students.
 3. Assist Teacher with classroom management.
- C. Evaluating
1. Record observations and recommendations gained through interactions with students, conferring regularly with the Teacher(s) on student progress.

3) OTHER RESPONSIBILITIES:

- A. Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
- B. Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, training, in-services and any other meetings deemed necessary by the building principal.
- C. Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- D. Meet all Safe Environment requirements.
- E. Attend required workshops offered by the Diocese as requested. Maintain active membership in appropriate professional associations.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

EMPLOYEE: I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school’s change.

Employee’s signature _____ Date: _____

PRINCIPAL: I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Principal’s signature _____ Date: _____