

POSITION DESCRIPTION

Paraprofessional (Para-educator)

Role/

Responsibility: To support and assist in providing instructional and other services to students in the classroom and other learning environments.

Reporting

Relationship: Paraprofessionals (para-educator) report to a teacher.

Activities (Instructional)

1. Facilitate the academic, behavioral, and social growth of students you support
2. Provide individualized instruction where necessary
3. Monitor and assist students during independent learning activities
4. Implement specific teaching strategies
5. Be familiar with IEP goals
6. Become familiar with special education terms and concepts
7. Keep data and anecdotal information to monitor a student's progress
8. Implement a behavior plan
9. Monitor students with a variety of educational settings
10. Assist substitute in absence of teacher. Explain plans, gather material, etc.
11. Provide personal hygiene assistance when needed
12. Model respectful interactions with all students and adults
13. Understand the disabilities and how their characteristics affect individual students
14. Maintain confidentiality
15. Understand the expectations of the teacher
16. Translating

Activities (Non-Instructional):

1. Contribute ideas when staff is planning instructional program
2. Prepare instructional resources and collect specific materials for lessons
3. Duplicate materials