



JOB DESCRIPTION

POSITION: Paraprofessional - General

REPORTS TO: Principal

EMPLOYER: Mattawan Consolidated School

SUMMARY:

A Paraprofessional - General assists in the daily building and classroom operation of programming and student supervision.

QUALIFICATIONS:

- High school diploma or equivalent (GED)
- Prior job-related experiences, paid or voluntary, with school-age children

RESPONSIBILITIES:

- Assist in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
- Assist students in completing classroom assignments, homework, and projects.
- Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Read to students, listen to students read, and observe students' reading abilities as assigned.
- Assist teachers with the implementation of lesson plans.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Assists students with mobility and access to materials.
- Supervise students throughout the school building and on the playground.
- Assists in maintaining a neat, orderly, and attractive learning environment;
- Monitors student activities, student behavior, and changes in student behavior,
- Assist in the implementation and monitoring of behavioral plans
- Maintains a safe and positive learning environment;
- Assist in playground and/or lunchroom supervision
- Participates in daily activities, training sessions
- Disposes of waste-contaminated materials, food, and toys to maintain the hygiene and health of students and staff;
- Understand and carry out oral and written directions;
- Participate in in-service education, conferences, or formal classes related to assignments;
- Show initiative when working with children or using materials;
- Maintain cooperative, effective relationships with those contacted in the course of work;
- Maintain confidentiality of student records;
- Meet schedules and deadlines;
- Assist in additional duties as assigned by administration.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire classroom, and moving light furniture may be required. May require participation in student restraint as needed in extreme situations.

SAFETY AND HEALTH:

Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIALS HANDLED:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

WORK ENVIRONMENT:

Classroom/School

TERMS OF EMPLOYMENT:

Hourly rate and work year per Mattawan Educational Support Association collective bargaining agreement.