

Woodstock Board of Education
Job Description
Paraprofessional (Teacher Assistant)

REPORTS TO: Classroom Teacher or Special Education Teacher, Building Principal and Director of Pupil Personnel and Special Education Services

QUALIFICATIONS: 1) Associates Degree or High School Diploma and passing score on the Parapro Assessment Test
2) Prior job related experience

Position Summary and Purpose

The job of Paraprofessional (Teacher Assistant) is done under the direct or indirect supervision of a certified staff member for the purpose(s) of assisting in the instruction and supervision of students.

Knowledge, Skills and Abilities

Knowledge of principles of child development and instruction processes. Skills to perform instructional activities, communicate with students and staff, basic arithmetic calculations, operate standard office equipment, use English appropriately in verbal and written communication. Abilities to sit and/or stand for prolonged periods, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include lifting/reaching/handling, talking/hearing conversations, near/far visual acuity.

Evaluation

Performance of this position will be evaluated biannually by an assigned certified staff.

Essential Tasks

- ✓ Assists certified staff members for the purpose of instructing students, individually and in small groups, by implementing lesson plans and instructional activities; teaching library skills.
- ✓ Monitors individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.
- ✓ May provide personal care and assistance to students for the purpose of helping students to access their education, which may include toileting, personal hygiene, feeding, positioning, and mobility.
- ✓ Assists certified staff in maintaining classroom equipment, student's files, records, etc. for the purpose of ensuring availability of items as may be required.
- ✓ Performs limited clerical functions directly related to the instructional assignment for the purpose of instructing students (i.e. preparing materials).

- ✓ Maintains regular and appropriate attendance and is on time for assignments(s) for the purpose of meeting the needs of the students and the district.
- ✓ Administers tests for the purpose of assisting certified staff member in evaluating students' progress.
- ✓ Confers with certified staff members for the purpose of assisting them in the evaluation of students' progress and/or implementing of students' learning objectives.
- ✓ Participates in various meetings, upon request, for the purpose of sharing information and/or improving one's skills/knowledge
- ✓ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e. small groups, special needs children, computer labs, physical and/or occupational therapy, and/or talented and gifted.)

Qualifications

An individual must be able to perform each essential function. The requirements stated are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable qualified individuals with a disability to perform the essential functions.

Education or Training Required

Associates Degree or High School Diploma and a passing score on the Parapro Assessment. Prior job related experience.

Experience Required

Previous experience working with school age children in a classroom setting or other related activity. Other relevant experience may be substituted at the discretion of the school district administration.

Language Skills

Ability to read and comprehend instructions, correspondence, and memos. Ability to compose correspondence. Ability to present information in small-group or one-on-one situations to staff members.

Mathematics Skills

At a minimum the ability to add, subtract, multiply, and divide using whole numbers and decimals.

Reasoning Ability

Ability to carry out instructions furnished in written, oral or diagram form. Ability to successfully deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

Ability to use customized software packages.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform essential functions.

- ✓ While performing the duties of the job, the employee is regularly required to sit, use arms, legs, hands and fingers to handle, reach and type; talk and hear. The employee is occasionally required to walk, stand, and stoop.
- ✓ The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to focus.
- ✓ The noise level in the work environment is usually moderate. Position demands meeting deadlines with severe time constraints.

The Woodstock Board of Education does not discriminate on the basis of age, gender, race, religion, disability, ethnicity, or sexual orientation.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.