

TITLE: Paraprofessional

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Demonstrated aptitude for the work to be performed.
3. Such alternatives of the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Teacher

JOB GOALS: To provide a well-organized, smoothly functional class environment in which students can take full advantage of the instructional program and available resource materials.

PERFORMANCE RESPONSIBILITIES:

1. Under the supervision of a certified teacher, prepares for classroom activities
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assists individual children in need of special attention.
4. Performs clerical duties.
5. Guides independent study, enrichment work, and remedial work prepared by the teacher.
6. Sets up audiovisual equipment.
7. Assists teacher with non-instructional duties, such as snack, toilet, and clothing routines.
8. Checks notebooks, corrects papers, and supervises testing and make-up work.
9. Assists in drill work.
10. Assists with reading and storytelling.
11. Assists small groups of students in the library.
12. Participates in in-service training programs.
13. Other duties as assigned.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of paraprofessional personnel.