**Otterville RVI School District**

**101 W Georgetown Street, Otterville MO 65348**

**Supt. Dan Kruse, 660-366-4391**

**Principal, Melissa Stone, 660-366-4621**

**Fax 660-366-4293**

**Job Title: Paraprofessional**

**Location: Otterville School District, MO**

**Reports To: Classroom Teacher and School Principal**

**Job Summary:**

The Paraprofessional supports classroom teachers by providing instructional assistance to students, especially those requiring additional help. The role includes working one-on-one or in small groups with students, assisting with classroom management, and helping to create a positive learning environment. The Paraprofessional plays a key role in fostering student success and ensuring that all students have the support they need to thrive academically and socially.

**Key Responsibilities:**

1. **Instructional Support:**
	* Assist the classroom teacher in delivering instructional activities.
	* Work with students individually or in small groups to reinforce learning concepts.
	* Help students with assignments, projects, and tests as directed by the teacher.
	* Provide support to students with special needs, including those with IEPs, by implementing modifications and accommodations.
2. **Classroom Management:**
	* Assist in managing student behavior and maintaining a positive classroom environment.
	* Monitor students during classroom activities, transitions, and other periods as needed.
	* Support the teacher in preparing materials and organizing the classroom.
3. **Student Supervision:**
	* Supervise students during non-instructional times, such as lunch, recess, and bus loading/unloading.
	* Ensure student safety and well-being by following school policies and procedures.
4. **Communication:**
	* Maintain open and effective communication with the classroom teacher about student progress, behavior, and any concerns.
	* Collaborate with other school staff, including special education teams, to support student learning and development.
	* Communicate with parents and guardians when necessary, as directed by the teacher or school administration.
5. **Administrative Support:**
	* Assist with record-keeping, including tracking student progress and behavior.
	* Help prepare instructional materials, such as worksheets, visual aids, and classroom displays.
	* Perform clerical tasks, such as copying, filing, and organizing, to support classroom activities.
6. **Professional Development:**
	* Participate in training and professional development opportunities to enhance skills and stay updated on educational practices.
	* Attend meetings and collaborate with staff to improve student outcomes and school performance.
7. **Other Duties:**
	* Perform other duties as assigned by the classroom teacher or school administration to support the overall mission of the school.

**Qualifications:**

* **Education:** High school diploma or equivalent required; associate’s degree or 60 college credit hours preferred. Completion of a paraprofessional certification program or equivalent is required.
* **Experience:** Previous experience working with children or in an educational setting is preferred.
* **Skills:**
	+ Strong interpersonal and communication skills.
	+ Ability to work effectively with students, teachers, and staff.
	+ Patience, empathy, and a genuine interest in supporting student learning.
	+ Basic knowledge of instructional techniques and classroom management.

**Working Conditions:**

* **Hours:** Typically during school hours with some additional hours for meetings or professional development as needed.
* **Environment:** Classroom setting within a school building. Interaction with students, teachers, and staff is frequent.

**Salary and Benefits:**

* Compensation and benefits are determined by the Otterville School District's policies and may vary based on experience and qualifications.

This job description outlines the general responsibilities and qualifications for the position and may be subject to change based on the needs of the school or district.