

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

EDUCATIONAL PARAPROFESSIONAL

QUALIFICATIONS:

- (1) High School Diploma with at least a 2.0 grade point average, or equivalent.
- (2) Ability to work well with other people.
- (3) Same health and age requirement as instructional personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with students and adults in a positive manner. Demonstrated effective oral and written communication skills. Possess basic English and mathematics skills. Ability to perform clerical tasks. Willing to attend training and inservice relevant to responsibilities.

REPORTS TO:

Teacher / Principal

JOB GOAL To assist the teacher and / or other school personnel by performing assigned tasks to provide a quality educational program for students.
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 03

NOTE: Could be medium or heavy work depending on the particular assignment, such as pre-kindergarten. (Medium – Job Description Supplement No. 04); or

Some Exceptional Student Education assignments for moderate to severe handicapped conditions (Job Description Supplement No. 06).

EDUCATIONAL PARAPROFESSIONAL (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing, and / or grouping materials supporting instructional activities pre-planned by the teacher.
- * (2) Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, tables, chairs, activity areas and the like.
- * (3) Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
- * (4) Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- * (5) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

Administrative / Management

- * (6) Manage time efficiently.
- * (7) Provide student supervision, following appropriate training, as assigned.
- * (8) Assist in maintaining the security of records, materials and equipment.
- * (9) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- * (10) Maintain a clean and orderly environment for students.
- * (11) Check objective tests and mark errors (but not assign a grade).

Assessment / Evaluation

- * (12) Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers, and the maintaining confidential records.
- * (13) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- * (14) Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the teacher.
- * (15) Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.

Intervention / Direct Services

- * (16) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- * (17) Assist students with personal hygiene, health and safety issues, or grooming if required.
- * (18) Use classroom management techniques conducive to an effective classroom environment.
- * (19) Perform assigned clerical and bookkeeping duties.
- * (20) Prepare and maintain requested / required reports and records.

Collaboration

- * (21) Work closely with teacher(s) or other professionals.
- * (22) Assist in maintaining positive relationships between the school and parents.
- * (23) Demonstrate support for teamwork.
- * (24) Communicate effectively orally and in writing.
- * (25) Collaborate with peers to create quality instructional environment.

Staff Development

- * (26) Participate in training programs and inservice.
- * (27) Assist peers in acquiring knowledge and understanding of particular area of responsibility.

Professional Responsibilities

- * (28) Maintain confidentiality regarding student information.
- * (29) Use effective, positive interpersonal skills.
- * (30) Demonstrate integrity through ethical behavior.
- * (31) Perform job responsibilities in a timely and consistent manner.

EDUCATIONAL PARAPROFESSIONAL (Continued)

- *(32) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- *(33) Exhibit attention to punctuality, attendance, accuracy and thoroughness.
- (34) Perform other duties as assigned.

Student Growth / Achievement

- *(35) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification to be served.
- *(36) Assist the teacher in maintaining the records which document student performance.

*Essential Performance Responsibilities