

Paraprofessional – Job Description

Reports To: Teacher/Principal/Assistant Principal

Qualifications:

Associate's Degree or two years (60 semester hours) of college.

Certification/Licensing: Valid Paraprofessional or Aide License.

Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies.

General Description:

To work with students in completing educational activities under the supervision of the classroom teacher/administrator, and to assist teachers in maintaining a positive climate and learning environment for students.

Duties:

1. Assists with supervision of students
2. Demonstrates prompt and regular attendance
3. Conducts small group or individual classroom activities based on lesson plans developed by the teacher as applicable
4. Assists teacher in reading to the students at story time as applicable
5. Assists with student assessment, grading work and tests, and collecting data on student progress as applicable
6. Supervises students on field trips to insure their safety and to help them learn from the experience
7. Collects money for lunch, pictures, fees, and student activities
8. Assists with routine record-keeping; clerical duties
9. Assists with preparation of materials for instruction
10. Prepares bulletin boards and other classroom materials
11. Locates, operates, and returns equipment
12. Assists with classroom housekeeping
13. Assists with computer, physical education, art, and music classes as needed
14. Assists in the ordering and inventory of classroom equipment and materials
15. Assists with school-wide supervision, such as loading/unloading
16. Works with and provides assistance to children with special needs
17. Attends to health needs of children
18. Assists in lunchroom as scheduled or as directed by administrator
19. Substitutes for teachers during absences as directed
20. Performs other duties as assigned by the teacher or administrator

These duties are not all inclusive and further duties are expected relative to specific positions.