

TITLE: Educational Paraprofessional (To include Basic, ESE, and ESOL)

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Demonstrated skill in oral and written communication.
3. Demonstrated ability to follow oral and written instructions in the English language.
4. Demonstrated ability to work with diverse groups, including community members and school personnel.
5. Experience with industry-standard computer applications preferred.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable and in compliance with State and Federal law.

REPORTS TO: School Principal or Designee

JOB GOAL: To assist instructional staff in meeting student academic needs and to assist in achieving the objectives of the school.

ESSENTIAL FUNCTIONS:

1. Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing teacher-developed lesson plans under the direct supervision of an instructional staff member.
2. Assists in the preparation, organization and use of instructional aids, materials, and technology as directed.
3. Works with the teacher to reinforce positive learning and behavior patterns among students.
4. Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.
5. Supports parental involvement activities.
6. Demonstrates understanding and respect of individual student's culture and interests.
7. Maintains confidentiality and complies with laws and policies concerning confidentiality of student information.
8. Performs related clerical and recordkeeping duties as directed.
9. Adheres to good safety procedures.
10. Provides support in a computer laboratory, library/media center and/or other learning facilities when appropriate.

OTHER RESPONSIBILITIES:

1. Assists in implementation of Individual Education Plans (IEP's).
2. Provides support in a computer laboratory, library/media center and/or other learning facilities when appropriate.
3. Acts as a translator if able and as appropriate.
4. Participates in training programs when appropriate.
5. Monitors student behavior/activity in the cafeteria with the support of administrators and or teachers.
6. Performs related work as required.

NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

Position requires medium work exerting up to 50 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 01-14-2003

Revised: 01-27-04

Reclassify: 07-01-05