

SCHOOL DISTRICT OF CALHOUN COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL, INSTRUCTIONAL

QUALIFICATIONS:

- (1) Meet all District, State and Federal requirements for Highly Qualified Paraprofessional
- (2) Ability to relate to and challenge children academically
- (3) Ability to initiate and complete work assignments
- (4) Computer proficiency preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematical skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues.

REPORTS TO:

Teacher / Principal

JOB GOAL

To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES:

N/A

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 others.
- * (3) Examine long- and short-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.

Class Management Assistance

- * (6) Maintain a clean and orderly environment for students.
- * (7) Assist in the implementation of appropriate student behavior management techniques.
- * (8) Treat students and adults with consideration and respect.
- * (9) Encourage students to do their best.

PARAPROFESSIONAL, INSTRUCTIONAL (Continued)

Administration / Management Assistance

- *(10) Manage time efficiently.
- *(11) Provide student supervision as assigned, following appropriate training.
- *(12) Assist in maintaining the security of records, materials and equipment.
- *(13) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.

Assessment / Evaluation

- *(14) Assist in assessing student progress as directed, including proctoring the administration of tests, the marking of papers and the maintaining confidential records.
- *(15) Assist in evaluating program effectiveness and seek and suggest ways of continuous improvement.
- *(16) 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.
- *(17) Assist the teacher in completing requirements for grade reporting, scheduling conferences and recording results.

Intervention / Direct Services

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

Collaboration

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

Staff Development

- *(28) Participate in training programs and inservice.
- *(29) Assist peers in acquiring knowledge and understanding of particular areas of responsibility.
- *(30) Determine career goals, conduct a personal assessment and develop a systematic plan, including goals and timetables.
- *(31) Participate in all required pre-inservice training activity.

Professional Responsibilities

- *(32) Maintain confidentiality regarding student information.
- *(33) Use effective, positive interpersonal skills.
- *(34) Demonstrate integrity through ethical behavior.
- *(35) Perform job responsibilities in a timely and consistent manner.
- *(36) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- *(37) Exhibit attention to punctuality, attendance, accuracy and thoroughness.
- (38) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth / Achievement

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

PARAPROFESSIONAL, INSTRUCTIONAL (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 40 pounds of force occasionally and/or up to 20 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.

*Essential Performance Responsibilities