

## **DOLORES SCHOOL DISTRICT RE-4A**

**Position Title:** Paraprofessional Educator

**Reports to:** Classroom Teacher, Special Education Teacher, Title One Teacher, Building Principal

### **POSITION SUMMARY:**

The primary responsibility of the educational paraprofessional is to work in collaboration with professional teachers to support the general education process by supporting classroom instruction, implementing lesson plans with large and small groups of students, providing individualized student assistance when needed with the goal of increasing student achievement.

### **TYPICAL RESPONSIBILITIES:**

#### Instructional paraprofessional:

- assists the teacher with daily and weekly lesson/work plans and follow-through
- supervises students in class setting as directed by teacher or other staff
- provides one-on-one and group instruction in academic or vocational areas
- adapts materials and equipment to meet specific needs and learning styles of the student
- provides teacher with input for student programming
- evaluates student progress on work assignments and shares with teacher
- administers and corrects student assessments including routine progress monitoring
- maintains awareness of physical and emotional changes in students and reports concerns to teacher, school counselor, or other school official
- assists students in using computers
- models appropriate behavior for students
- assists the teacher in the physical setup and cleanup of the classroom for group instruction, projects, and activities
- operates standard office and classroom equipment
- ensures personal and student safety pursuant to established procedures

#### Student Safety and Behavior Management:

- maintain a controlled and safe environment for students and staff including monitoring students during bathroom breaks, lunch time, and field trips
- provides feedback to develop positive self-esteem of students;
- supervises students during yard duty to ensure rules are followed and activities are appropriate
- communicates rules, expectations and consequences to the students
- provides interventions to redirect behavior; implements consequences for inappropriate behavior
- communicates and implements student discipline plan

#### Record Keeping:

- Assists the teacher in maintaining accurate records and reports
- maintains classroom substitute manual
- completes accurate reports
- operates computer for preparation of class lists, schedules, documents, and record keeping

Communication:

- maintains positive communicates with students, parents/guardians, instructional and support staff by letter, phone, e-mail, fax or personal contact as directed by the administrator or classroom teacher
- develops and maintains a professional rapport with classroom teacher and other program staff
- demonstrates sensitivity to needs of students, staff, and parents/guardians
- maintains confidentiality of information regarding students

Special Needs Paraprofessional:

- All of the responsibilities specified above and:
  - follows students Individual Education Plan, 504 Plan, or other learning plan with fidelity.
  - assists students with self-help, gross motor and social skills
  - may assist students with toileting needs
  - assists students with integration into regular classrooms
  - attends trainings regarding safety/security and behavior management as requested
  - may administer student medications and maintain log as directed by prescription, parent/guardian and school nurse

**POSITION REQUIREMENTS:**

Education, Training, and Experience:

- possession of a high school diploma or equivalent
- ability to pass a minimum competency test in reading, writing, and math upon employment
- any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children
- experience working with at-risk/high-risk and/or children or adults with disabilities highly desirable.

Necessary Skills:

- read and understand instructions, teaching manuals, and/or guides
- communicate effectively in both oral and written forms with diverse populations
- successfully supervise students
- follow instructions with a minimum of direction
- follow and give clear directions
- work independently and make decisions within the framework of established guidelines
- willing to work without immediate supervision in direct one-on-one and small group instruction
- work in a team environment
- carry out behavior management and conduct academic testing
- adapt to individual needs of teachers and students and work with interruptions
- respond quickly in emergency situations
- understand and maintain confidentiality of student information
- perform general clerical duties including record keeping and filing
- accept, understand, and relate to students who have behavioral, emotional, learning, or physical disabilities

Essential Physical Requirements:

- ability to stand for long periods of time
- willingness to be trained and updated in first aid and CPR, safety/security and behavior management procedures

Revised: August 2011