

- I. TITLE:** **ParaProfessional**
- II. QUALIFICATIONS:**
1. 2 years of college preferred
 2. Skills in human relations and basic oral and written skills.
 3. Ability to work with, assist, tutor students.
 4. Clerical or office experience helpful.
 5. Able to meet No Child Left Behind requirements
- III. REPORTS TO:** Teacher and/or building Principal
- IV. JOB GOAL:** To assist the teacher in providing individual and group learning experiences for the student.
- V. PERFORMANCE RESPONSIBILITIES:**
(This is a generalized job description. Specific duties and responsibilities vary, depending on the assigned department).
1. Under supervision of the teacher, prepares for and assist with classroom activities.
 2. Distributes and collects workbooks, papers, and other materials for instruction.
 3. Checks notebooks; supervises testing and make-up work; corrects papers, quizzes and objective type tests, and records grades.
 4. Performs clerical work for the department or classroom assigned.
 5. Reads and listens to students read, and participates in other forms of oral communication with students.
 6. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
 7. Helps students master equipment or instructional materials assigned by teacher.
 8. Helps maintain bulletin boards and other classroom learning displays.
 9. Assists with the supervision of students during lunch periods, assemblies, play periods, and on field trips.
 10. Serves as a source of information and help to any substitute teacher in the absence of the regular teacher.
 11. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
 12. Assists with the personal hygiene of students as necessary.

All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: **Regular and reliable attendance is an essential function of the job.**

TERMS OF EMPLOYMENT: Nine-month school year basis. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated continuously by the Principal.