

## **Paraprofessional Job Description – Special Education / Title 1 / ESL**

### QUALIFICATIONS:

Title I paraprofessionals whose duties include instructional support must have:

1. High school diploma or the equivalent, **and**
2. Two years of college (48 units), **or**
3. A. A. degree (or higher), **or**
4. Pass the paraprofessional praxis exam
5. Aptitude for the work to be performed
6. Interest in children and classical education
7. Desire to assist students with special needs in a learning environment
8. Emotional maturity and stability necessary for the specialized work involved

EVALUATED BY: Lead Teacher, Special Education / Title 1 /General Education Teacher(s)

JOB GOAL: To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

### PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a understanding of individual students, their needs, interests, and abilities.
3. Monitors work and supervises curriculum-based testing and makeup work as assigned by the certified staff
4. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff
6. Alerts the certified staff to any problem or special information about an individual student
7. Performs assigned supervision of students during lunch periods, play periods, and on field trips.
8. Performs assigned non-instructional classroom duties, such as snack time, restroom, and clothing routines.

9. Serves as a resource person to the General Education Intervention Team and/or IEP / Title 1 / ESL Team
10. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
11. Participates in teacher/staff in-service training programs as requested.
12. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
13. Performs other such duties / assignments as directed by the certified staff.
14. Assists as directed by certified staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP / Title 1 / ESL Team(s).
15. Effectively collects and maintains evidence of meeting "Idaho Paraprofessional Standards" (portfolio).

TERMS OF EMPLOYMENT:

- Approximately nine month working period
- Salary per salary schedule
- Position constitutes an employee at will of the Board