



Paraprofessional

Job Description

The paraprofessional, under the supervision of the Teacher, shall help the teacher provide consistent and effective instruction to students. You will assist the classroom teacher with daily activities, help make sure the teaching materials are up-to-date and well-maintained. You will work closely with the classroom teacher and support the education of each student and provide guidance to help them achieve educational success.

Minimum Qualifications

- Completion of a high school education or equivalent required.
- Completion of at least 2 years of college or possession of an associate degree preferred.
- Demonstrated ability to assist in teaching reading, writing, and math.
- A compassionate nature and the ability to help teachers with classroom organization and management.

Duties and Responsibilities

1. Instructional Support: Paraprofessionals assist students with educational tasks such as reading, writing, and math under the guidance of a teacher. They may also provide one-on-one tutoring or small group instruction to help struggling students.
2. Classroom Management: Paraprofessionals help manage classroom activities and maintain discipline. They enforce classroom rules, monitor student behavior, and provide corrective guidance when necessary.
3. Special Needs Support: Paraprofessionals work with students who have special needs such as physical or mental disabilities. They may assist with feeding, assistance with using the restroom, or mobility needs and provide support for learning and social development.
4. Classroom and Material Maintenance: Paraprofessionals maintain the cleanliness and organization of the classroom and ensure that educational materials are available for students. They may also assist with preparing instructional materials.
5. Communication: Paraprofessionals communicate with parents, administrators, teachers, and other school officials. They may attend meetings, assist progress reports, and seek feedback to better support their students' educational needs.

Physical Requirements

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Frequent standing, stooping, bending, pulling, and pushing. Move small stacks of textbooks, desks, and other classroom equipment.

Terms of Employment

Type of Assignment: Full-time, Exempt

