

SOUTH EASTERN SCHOOL DISTRICT

TITLE: Paraprofessional

REPORTS TO: Superintendent/Designee

REFERENCE #: 515

APPROVED BY: Board of Directors

JOB SUMMARY: Provide academic support to students under the direction of the Administration and/or classroom teacher as well as offer a variety of clerical support as assigned by the Administration.

PRIMARY DUTIES AND RESPONSIBILITIES:

- A. Provide academic support to individual or groups of students in various subjects at the direction of classroom teachers, as well as assist them with class work, homework, organizational skills, note taking, etc.
- B. Assist teachers with daily classroom instructional tasks, following teacher lesson plans where appropriate and at the direction of the classroom teacher.
- C. Assist in administering or monitoring assessments, to individuals or small groups at the direction of professional staff.
- D. Monitor at-risk students during instruction as well as observe record and report information about students' performance to the classroom teacher.
- E. Assist teachers in the planning and preparation of curricular and extra-curricular activities.
- F. Maintain confidentiality of student and staff information.
- G. Provide students with a positive and safe learning atmosphere.
- H. Assist students on the use of proper library skills and/or technology skills as directed by the classroom teachers.
- I. Assist teacher by reinforcing school regulations, classroom rules, and individualized positive behavior support plans with students.
- J. Assist in providing coverage for classrooms for teacher meetings.
- K. Provide assistance monitoring students in the cafeteria during student lunches.
- L. Perform other duties as assigned by the classroom teacher(s) and/or administration.

QUALIFICATIONS: High School diploma or equivalent is required. Must possess positive communication skills, organization skills and the ability to work with students and staff. Paraprofessionals are required to complete the process to be deemed "Highly Qualified" under the NCLB regulations.

ESSENTIAL ACCOMODATIONS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is able to reach above and below the waist, walk and use finger to pick, feel, and grasp objects. Position requires the use of both hands for repetitive motion. Bending and twisting of the body are required. Employee must be able to lift/carry supplies and papers up to twenty (20) lbs. Frequent walking throughout building and frequent periods of sitting. Itinerants must have a valid driver's license.

TERMS OF EMPLOYMENT: A Paraprofessional shall be appointed by the Board of School Directors as a one hundred eighty-six (186) day employee and shall be compensated as determined by the Support Staff Agreement. The number of days is an estimate and not guaranteed as they can vary and are dependent upon weather, half days, school closings, etc.

EVALUATION. Performance of the Paraprofessional will be evaluated annually, by the Superintendent/Designee, in accordance with adopted procedures.

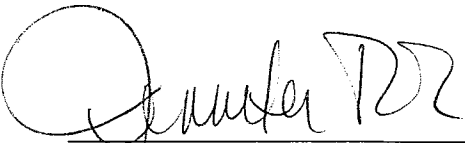
COMPLIANCE. It is the policy of the South Eastern School District not to discriminate on the basis of race, color, national origin, sex or disability in its employment practices as required by Title IX, Section 504 and Title VI.

DATES.

Original Adoption: September 21, 2006
Revised: January 4, 2007
June 18, 2015

SIGNATURES:


Secretary


President