

# Paraprofessional Position Description

## Shelton Board of Education

### General Statement of Responsibilities:

Provides instructional support to students at the direction of certified staff. Assists in the implementation of individualized program(s) that the teacher has prepared for student(s). Responsible for assisting in the overall supervision of students to provide for their safety and well being in a smoothly functioning class environment.

### Supervision Received:

At Elementary Schools - works under the direction of the building principal and, when assigned, under the direct supervision of a certified teacher.

At S.I.S. and S.H.S. – works under the direction of the Special Education Department Head and, when assigned, under the direct supervision of a certified teacher.

### Supervision Exercised:

None

Duties: Under the supervision of a certified teacher, the paraprofessional performs duties including the following:

- Assists the teacher in providing instructional support to the students, by reinforcing materials or skills based on individual student needs, interests and skills.
- Helps student(s) master equipment and instructional materials assigned by the teacher.
- Assists with the physical management of students.
- Distributes and collects workbooks, papers and other instructional materials.
- Implements therapy exercises as directed by PT, OT or other pupil services personnel.
- Assists students with individual, special needs including but not limited to personal hygiene needs, toileting, and any other care permitted by law.

- Lifts students as necessary, including lifting student out of wheelchair.
- Assists the teacher in administering and recording achievement and diagnostic tests.
- Keeps bulletin boards and other learning displays up to date.
- Reads to student(s), listens to student(s) read, and participates in other forms of oral communication with student(s).
- Assists the teacher in checking notebooks, supervising testing and make-up work, as assigned by the teacher.
- Alerts the teacher regarding incidents or areas of concern regarding students.
- Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintains highly ethical behavior and observes all applicable requirements concerning confidentiality of information about students.
- Assists the teacher in maintaining appropriate student discipline, in accordance with the district's student discipline policies and/or regulations.
- Operates and cares for specialized equipment used by student(s) as permitted by law.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Assists with the supervision of student(s) during emergency drills, assemblies, play periods, field trips, in the cafeteria, hallways, bus duties and other educational and/or school-sponsored activities.
- Types, duplicates and/or prepares materials as requested.
- Checks and stores supplies as delivered.
- Escorts student(s) as appropriate: i.e., library, gym, bus, etc.
- Performs other duties as required to maintain the efficient operation of the school.

Minimum Qualifications, Knowledge, Skill and Ability:

Ability to deal effectively and courteously with students and staff; ability to understand instructional materials, educational activities and classroom procedures; ability to assist teacher in implementing the educational program; must demonstrate sensitivity, good judgment and the ability to deal discreetly in confidential matters; basic computer skills.

Education, Experience and Training:

Graduation from high school, or its equivalent, and demonstrated aptitude for the work to be performed. Post secondary education and/or knowledge of child development is desirable.

Paraprofessionals must satisfy at least one of the following requirements:

- High school diploma and two years of college credit; or
- An Associate of Arts (or higher) degree; or
- a “pass” as established by the State of Connecticut on the ParaPro test

Probationary Period:

In accordance with contract.

Additional Requirements:

A written and oral examination will be required, weighted 50% written, 50% oral.

Approved by Board of Education - November 19, 2003

Revised: October, 2005

Revised: May, 2010