

Cottonwood Joint School District No. 242

**Para Professional
Job Description**

QUALIFICATIONS:

1. A high school diploma or GED.
2. Excellent moral character.
3. A genuine interest in children and education.
4. A willingness to accept responsibility and to work under the direction of more than one teacher.
5. Traits of honesty, integrity and sincerity.
6. Evidence of good health, vitality and vigor.
7. Have effective oral and written expression.
8. Pass a written exam on basic skills.
9. Other such qualifications as determined to be appropriate and acceptable.

REPORTS TO: Directly to the classroom teacher(s) assigned and indirectly to the building principal.

JOB GOALS: To assist the classroom teacher(s) in providing efficient, effective instruction to regular students in the classroom through assistance with instructional and supportive tasks as determined by the teacher(s).

JOB REQUIREMENTS: The ParaProfessional will:

1. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
2. Perform only that work that is specifically assigned by his/her assigned teacher(s).
3. Alert the regular teacher to any problem or special information concerning a student or students.
4. Not initiate any activities, procedures or rules without first clearing these with the teacher.
5. Not assign grades or give reports concerning student progress and achievement.
6. Not contact parents or other parties concerning student achievement or behavior without first gaining permission from his/her assigned teacher(s).

PERFORMANCE RESPONSIBILITIES: The ParaProfessional will perform such reasonable duties as are assigned by the classroom teacher(s) for whom he/she is assigned and/or by the building principal. Such duties may include, but not be limited to:

1. Working with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Guiding independent study, enrichment work, and remedial work assigned by the teacher.
3. Checking notebooks and workbooks, correcting papers, and supervising testing, make-up work, and other student tasks assigned by the teacher.
4. Assisting and/or supervising large group activities both in the classroom and on the playground.
5. Serving as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
6. Assisting the teacher in developing procedures, materials and teaching strategies for the students for whom the assistant is responsible.
7. Assisting students who may be having difficulty in understanding assigned make up work following an absence.

TERMS OF EMPLOYMENT: The ParaProfessional will be hired as an “at will” employee for the duration of the current school year only.

EVALUATION: The ParaProfessional will be evaluated by the building principal in accordance with the provisions set forth in the District policy for classified personnel.