

TITLE: Paraprofessional – Special Education / Title 1 / ESL

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Aptitude for the work to be performed
3. Interest in children and education
4. Desire to assist students with special needs in a learning environment
5. Emotional maturity and stability necessary for the specialized work involved
6. Such alternatives to the above qualifications as the Board find appropriate and acceptable

REPORTS TO /

EVALUATED BY: Principal, Special Education / Title 1 / ESL / 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 (aligned to “Montana Paraprofessional Standards”):

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff. (1K1, 1K-2, 1K-3, 5K-1, 5K-2, 5S-1, 5S-3, 5S-5, 5S-7)
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities. (4K-2, 4S-4, 5K-1, 5K-2, 5S-1, 7K-4)
3. Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff. (4S-3, 6K-1, 6K-2, 6S-1, 6S-2)
4. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff. (2K-1, 2K-3, 2K-4, 2S-1, 2S-3, 2S-4)
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff. (1K-1, 1K-2, 1K-3, 2K-3, 2K-4, 2S-1, 2S-2, 2S-3, 2S-4, 4S-1)
6. Alerts the certified staff to any problem or special information about an individual student. (3K-1, 3K-2, 7K-1, 7K-4)
7. Performs assigned supervision of students during lunch periods, play periods, and on field trips. (3K-1, 3K-3, 3S-1, 4K-1, 5K-1, 5K-2, 5S-6)
8. Performs assigned non-instructional classroom duties, such as snack time, toileting, and clothing routines. (3K-1)
9. When requested, serves as a resource person to the General Education Intervention Team and/or IEP / Title 1 / ESL Team(s). (2K-1, 2K-2, 2K-3, 2K-4, 2S-1, 2S-2, 2S-3, 2S-4)

10. Demonstrates ethical behavior and confidentiality of information about students in school environment and community. (7K-1, 7K-2, 7K-3, 7K-4, 7S-1, 7S-2, 7S-3)
11. Participates in in-service training programs as approved. (7S-2)
12. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties. (3K-1, 3S-2, 3S-3)
13. Performs other such duties / assignments as directed by the certified staff. (2S-1, 7S-1)
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). (5S-1, 5S-2, 5S-3, 5S-4, 5S-5, 5S-6, 5S-7)
15. Effectively collects and maintains evidence of meeting "Idaho Paraprofessional Standards" (portfolio).

TERMS OF EMPLOYMENT:

- Approximately nine month working period \*
- 60-day probation
- Salary per salary schedule \*
- \* Position constitutes an employee at will of the Board, with a contract length and salary to be established annually by the Board
- Fulfills the requirements of the Montana Paraprofessional Standards

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.