

**NORTHVILLE PUBLIC SCHOOLS**  
**Paraprofessional Unit**

**LEARNING CONSULTANT, CLASSROOM, RESOURCE ROOM,**  
**CATEGORICAL, MULTI-DISCIPLINARY AND ENGLISH AS A SECOND**  
**LANGUAGE PARAPROFSSIONAL**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

Associates Degree or higher, or successful completion of the Work Keys Test  
Good interpersonal skills  
Ability to lift forty (40) pounds  
Must possess enthusiasm, and display initiative  
Good organizational skills  
Experience working with handicapped children preferred  
Strong computer skills and be familiar with Micro Soft Word and Excel and email technology.

**SUMMARY:** Work with individual students or groups of students to reinforce learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are by way of illustration and not by way of limitation:

1. Maintain confidentiality of student and school information
2. Assume an active role in supervising the assigned student/s.
3. Comply with work related requests and accept the direction of the teacher and/or building principal.
4. Assist in delivering instruction to student(s).
5. Carry out instructional plans as designated by the teacher(s) and if appropriate, students' Individual Educational Plans (IEPs).
6. Implement prescriptive educational plans as specified in the IEP.
7. Travel with students to special classes as required.
8. Supervise students as they carry out assignments such as journal writing, creative projects, test support and other learning activities.
9. Assist student(s) with lesson assignments to reinforce learning concepts.
10. Observe students during instructional activities and share observations with the classroom teacher.
11. Under the direction of the Learning Consultant, maintain instructional materials collection.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist the teacher(s) in related instructional activities (e.g., field trips, special programs, assemblies, etc.) as directed.
14. Assume responsibility for professional growth and keep materials, supplies, and skills up-to-date.
15. Prepare materials and equipment before and after the instructional day.
16. Attend required meetings and in-services.
17. Comply with and support school policies and procedures
18. Model non-discriminatory and anti-bullying practices in all activities.
19. Perform other duties as assigned by teacher(s) or building administrator in accordance with school polices and procedures.

**EVAULATED BY:** Building administrator with input from the teacher(s).

### **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS**

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and playground areas. Frequent walking, standing, sitting, stooping, and lifting may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.