

NORTHVILLE PUBLIC SCHOOLS

TITLE I PARAPROFESSIONAL

JOB DESCRIPTION

Minimum Qualifications:

1. Must meet Highly Qualified standard of “*No Child Left Behind*” legislation, specifically, eligible candidates must possess an Associates Degree or higher, or have successfully completed the *Work Keys* test.
2. Good interpersonal skills.
3. High School Diploma or equivalent
4. Ability to lift forty (40) pounds
5. Must possess enthusiasm, and display initiative
6. Good organizational skills
7. Experience working with children and strong interest in their education
8. Must have strong computer skills and be familiar with Micro Soft Word, Excel and e-mail technology.
9. Interest in children and education

Summary:

To assist, support, and work closely with teachers, administrators, and other team members to increase student achievement on the grade level standards and benchmarks in ELA and Math. Works under the direction of the building principal or designee and program specialists(s). Works closely with the classroom teacher(s) and other paraprofessional(s). Interacts daily with students and school staff. Interacts with district program staff and to varying degrees with parents.

Essential Duties and Responsibilities: The following duties and responsibilities are by way of illustration and not by way of limitation:

1. Ability to be dependable, including good habits in attendance and punctuality.
2. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff
3. 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.
4. Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff.
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
6. Alerts the certified staff to any problem or special information about an individual student.

7. Performs assigned supervision of students during lunch periods, play periods, and on field trips.
8. When requested, serves as a resource person to the Instructional Support Team and/or IEP / Title 1 / ESL Team(s).
9. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
10. Participates in in-service training programs as approved.
11. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
12. Prepares materials and supplies for supplemental activities.
13. Completes required forms and paperwork, including student placement materials.
14. Develops and maintains student records including required ranking sheets, student progress reports, program correspondence, parental notification correspondence and other related documents.
15. Prepares for and assists with program audits.
16. Performs other duties/responsibilities as directed by the principal.

Evaluated By: Building administrator with input from classroom teachers

Physical Conditions and Nature of Work Contacts:

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and playground areas. The daily instructional activities are performed in a classroom setting or in a pull-out model of small groups of students. High level of interaction with students is frequent. Materials and equipment are frequently transported to various locations during the workday. The paraprofessional works with at-risk students of various academic, physical, or social deficits, which may include anti-social behaviors.

Frequent walking, standing, sitting, stooping, and lifting may be required. Other limited physical activities may be required. 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 lunchroom and playground management is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

Terms of Employment:

School Calendar subject to available grant funding.

10/30/08dt