



PRAIRIE SEEDS ACADEMY

Paraprofessional

JOB STATEMENT:

To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students.

JOB FUNCTION:

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outline by certified staff
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.
3. Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the certified staff.
4. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular 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. Performs assigned non-instructional classroom duties, such as snack time, toileting, and clothing routines.
9. When requested, serves as a resource person to the General Education Intervention Team and/or IEP / Title 1 / ESL Team(s).
10. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
11. Participates in in-service training programs as approved.
12. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
13. Performs other such duties / assignments as directed by the certified staff.
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).
15. Effectively collects and maintains evidence of meetings.

SKILLS/QUALIFICATIONS:

1. Bachelor's Degree or successfully pass the Para Pro Test
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. Able to build strong relationships with students and peers