

Meeker School District Re-1

Job Description

Title: Title I Paraprofessional
Department(s): Instructional
Reports to: Teacher/Principal/Coordinator of Academics
Work Year: Number of Student Days Assigned



Job Summary:

Under the supervision of the site administrator and the direction of a certified staff member, performs the necessary duties to assist in the planning and implementation of a program for the needs of children in the classroom in both reading and math. Will be assigned 100% to the Title I program.

Summary of essential job function:

1. Provide direct instruction of students under direct supervision of teacher.
2. Conduct instructional activities assigned by the teacher; work with individual students or small groups for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their academic goals and grade-level standards.
3. Implement, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
4. Ability to assist in instructing reading, writing and mathematics.
5. Assist in classroom management.
6. Assist with the administration and scoring of objective testing instruments or work assignments.
7. Help maintain neat and orderly classroom.
8. Help with inventory, care and maintenance of equipment.
9. Assist teacher with administrative records and preparation of required reports.
10. Provide orientation and assistance to substitute teachers.
11. Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
12. Demonstrate regular attendance and punctuality.
13. Adhere to the appropriate code of ethics and student confidentiality.
14. Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
15. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus and playground duty.
16. Keep teacher informed of individual students' needs.

Qualifications and Experience:

- Associate's degree, two years of study at an institute of higher learning, or have met formal academic assessment requirements of Colorado Department of Education highly qualified paraprofessional is preferred.
- CPR Certified
- Experience and ability to work with children
- Experience working in an instructional environment
- Experience or education in areas of child development
- Ability to establish and maintain cooperative relationships with students, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must have the ability to lift 40 lbs and carry 20 lbs. May be required to stand and circulate for extended periods of time.

Work Environment:

- The noise level in the work environment can be loud and distracting at times.
- The work environment may include high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.