

JOB DESCRIPTION

Region 12 Public Schools · Washington Depot, CT

Position Title: Paraprofessional

Job Summary: To assist the certified staff to achieve the goals and objectives of the regular education and specialized instructional program for students.

QUALIFICATIONS:

1. Completion of 2 years of study at an institution of higher education, OR earned an Associate's Degree (or higher), OR achieve at least a score of 457 on the ETS ParaPro Assessment (<https://www.ets.org/parapro>)
2. Demonstrated competence in basic skills of reading, oral and written language, and math.
3. Proficiency in the use of a computer and the ability to work with office machines and other technology.
4. Effective interpersonal skills and the ability to work well with students and adults.
5. Ability to meet the physical requirements of the role.
6. Prior experience working with children is preferred.

PERFORMANCE RESPONSIBILITIES:

All paraprofessionals have both common and specific job functions. The responsibilities of the paraprofessional at any one time can vary according to the current assignment. The assignment may be at one or more than one school. The paraprofessional may work with students in regular or special education classrooms, the media center, the playground, the lunchroom, school or community-based training sites, on field trips, or wherever students participate in instructional or other school activities. At all times, paraprofessionals are to show professionalism, sound decision-making, and respect for students' rights to confidentiality in the performance of their job responsibilities.

Primary Roles and Responsibilities

The following essential job responsibilities generally apply to the paraprofessional regardless of the specific assignment.

Responsibilities related to support of the instructional program:

1. Works with individual students or groups of students in a variety of settings.
2. Carries out instructional activities as designed by a certified staff member.
3. Maintains and records data on student progress and achievement as assigned.
4. Assists students in following class and school rules and routines.
5. Monitors individual or group testing.

Responsibilities related to teacher assistance:

1. Assists the teacher in the development of strategies and modifications for the classroom.
2. Assists with classroom routines and functions such as attendance, scheduling, supply distribution and collection, cleanup, and meals or snacks.
3. Supervises testing and makeup work as assigned by the teacher.
4. Assists with the setup and use of instructional media, equipment, materials and supplies.
5. Prepares materials and supplies to support the program.

Other general responsibilities:

1. Informs the teacher of observations made concerning students.
2. Helps assure students' personal safety and well-being.
3. Serves as a source of information and assistance for substitute staff assigned in the absence of the regular teacher.
4. Communicates in verbal and written form with certified staff and support personnel as needed.
5. Assists in the general supervision of students and follow through on specific duties assigned to building staff members by the principal.
6. Maintains strict confidentiality of student information at all times.
7. Attends and participates in assigned staff development programs.
8. Performs other tasks and responsibilities as assigned by administration.

Specialized Assignments

In addition to the primary job responsibilities described above for all paraprofessionals, there are essential job duties for specialized assignments as listed below.

- Follows through on one-on-one or group instruction developed by the certified staff.
- Assists with the modification of classroom instruction for students.
- Follows through on students' behavioral plans, providing reinforcement and support as required.
- Collects and maintains data as directed.
- Assists students with personal/health care including toileting or diapering, self-care routines, and feeding.
- Assists students with mobility, positioning, seating, and traveling through the school building.
- Assists students with communication and the use of augmentative communication systems.
- Assists students with the use of various forms of assistive technology.
- Collaborates with team members (e.g., OT, PT, SLP, BCBA, school nurse) to coordinate and implement special education services.

