

**MONROE SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Instructional Classroom Paraprofessional (General Education)

GENERAL DESCRIPTION: Instructional Classroom Paraprofessionals are expected to perform a variety of tasks including but not limited to working with children in groups or one-on-one, work under the direction of the supervising teacher, and may be assigned clerical and supervisory tasks.

QUALIFICATIONS/RESPONSIBILITIES:

1. Will be exposed to confidential information and must maintain confidentiality.
2. Must work cooperatively with staff members.
3. Assists teacher by working with students one-on-one, in small groups, or in large groups on tasks assigned by the supervising teacher.
4. Implements individual modifications when working with students, as needed.
5. May be required to provide information to substitutes on classroom protocol in the absence of the regular classroom teacher.
6. Participate in In-Service workshops and training sessions provided by the district, if requested.
7. Assist the teacher in preparation of materials on an as needed basis.
8. Cover various duties, such as lunch and recess supervision as assigned by the supervising teacher or administrator.
9. May be asked by the administrator to substitute in any classroom on an emergency basis.

EDUCATION/EXPERIENCE:

High School Diploma required; some experience preferred.

CERTIFICATIONS:

ParaPro Certification

REPORTS TO: Supervising Teacher and Administrator