

MONTICELLO PUBLIC SCHOOLS
ISD # 882
JOB DESCRIPTION

Position Title: Title I Paraprofessional

Department: Paraprofessional

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: April 18, 2016

Approval: Assistant Superintendent

JOB SUMMARY: The Title I Paraprofessional provides supplemental math and reading services to qualified students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

90% Assist students and teachers in classroom or designated area
(Duties and responsibilities may include)

- A. Provides supplementary instructional services in reading and math to Title I identified students as requested by Title I Lead Teacher or licensed classroom teacher.
- B. Gather supplemental instructional materials.
- C. Plan and prepare supplementary instructional activities.
- D. Learn software for use with curriculum.
- E. Monitor the students' progress on Title I work.
- F. Manage and maintain all necessary record keeping required by Title I regulations.
- G. Responsible for ongoing personal professional development.

9% Communication

- A. Conferences with other staff such as classroom teacher, Title I Lead Teacher, principal or paraprofessionals on academic progress and student discipline issues.

1% Professional Development

- A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or equivalent.
- Two-year post- secondary degree or equivalent.

Experience:

- Previous experience in working with children preferred.

Essential Skills Required to Perform the Work:

- Ability to work well with students and staff.

- Collaborates, supports and implements rules (i.e. Bully proofing, playground rules).
- Ability to maintain confidentiality in all aspects of the job.
- Sensitivity to the requirements of struggling students.
- Basic computer, math and language skills.
- Ability to work effectively in a team environment.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- May operate computer, printer, 10-key calculator, copy machine, facsimile machine, multi-line telephone, laminator, paper shredder, paper cutter, and overhead projector.
- Software includes, but is not limited to: Microsoft Word, Microsoft Excel, E-mail and Internet.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves extended periods of sitting, standing, and stooping for performing classroom activities and supervision.
- Position involves occasional lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position involves handling multiple tasks at once while dealing with constant interruptions.
- Position involves exercising confidentiality in handling information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position involves organizing and prioritizing tasks in order to meet deadlines.

Working Conditions:

- Position involves normal classroom conditions.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.
- Position involves occasional lifting/restraining of students.
- Position may involve exposure to outside temperatures and weather conditions.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members that contributes to the overall public relations of the School District.
- Supports students and staff by providing services that support the educational activities and programs.
- Maintain confidentiality of student information.
- Provides a safe, learning environment.
- Provides the best opportunity for every individual student to reach his/her maximum potential.
- Maintains a positive and professional educational environment at all times.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.