TITLE: **Para educator – Instructional**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. (Applies to Title I schools only) Completed two (2) years of study at an institution of higher education; or
3. (Applies to Title I schools only) Obtained an associate’s (or higher) degree; or
4. (Applies to Title I schools only) Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
6. Has experience working with children in an organized setting
7. Has the ability to read and follow written directions
8. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid

REPORTS TO: Principal

JOB GOAL: To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and direction from supervisor related to job responsibilities
2. Successfully completes *annually* an in-service training program of at least twelve (12) hours
3. When necessary, assist the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory, etc

1. Hear the student(s) in recitation, reading and other curriculum tasks, guiding and helping them but not teaching them

Assist the teacher in devising and producing special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests, and abilities

1. Assist students in the library or media center, when necessary
2. Alert the teacher of any problem or special information about an individual student
3. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
4. Participate in in-service training programs, as assigned
5. Operate and care for instructional equipment
6. Assist with enrichment and remedial work assigned by the teacher
7. Assist during emergency drills, assemblies, field trips, and recess
8. Assist with learning displays, drill work, and student attendance
9. Provide a supportive disciplinary role
10. Assist with lunch, snack, and cleaning routine, as necessary
11. Perform routine clerical duties; such as preparation of instructional and classroom materials, operation of copy machines, maintain classroom records, and maintain attendance records
12. Assist in promoting educational programs related to assignment
13. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
14. Perform other duties consistent with the position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly ( Grade 04 )
* 6.5 hrs. per day
* 32.5 hrs. per wk.
* 180 days
* 187 days – Child Development Center
* 9 ¼ months
* Board approved 8-8-02, Revised 1/9/2014, Revised 6/9/2016