TITLE: **Para Educator - Writing to Read**

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 the ability to read and follow written directions
6. Has experience working with children in an organized setting
7. Has experience in computer operation
8. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff

REPORTS TO: Principal

JOB GOAL: To manage the Writing to Read Lab with direction provided by teachers and building principal

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions from supervisor related to job responsibilities
2. Successfully completes ***annually*** an in-service training program of at least twelve (12) hours
3. Schedule rotations in the lab with input from teachers, if needed
4. Keep Writing to Read materials organized and maintained
5. Make games for "make-word" station
6. Keep equipment operational and maintained
7. Supervise all stations except writing/typing
8. Place games at "make-word" station before classes begin
9. Keep updated list of games by skill and provide each teacher with a copy
10. Date work journals for all stations except writing/typing
11. Train and schedule volunteers for "make-word" station
12. Order work journals, supplies and materials needed to operate lab
13. Select displays and learning materials for bulletin boards in lab
14. Participate in in-service training programs as assigned
15. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
16. Perform other duties consistent with the position assigned 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
* 9 ¼ months
* Board approved 8-8-02, Revised 6/9/2016