| **Job Title:** | Special Projects II Paraprofessional\*  |
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| **Supervisor:** | Site Administrator  | **Location:** River Schools  |
| **Authorized Hours:** | 4 hours per day, M‐F (varies)  | **Classification:** Classified/Hourly  |
| **Days/Months:** | 9 months  | **Range:** F, starting at $21.93, DOE |

*\*This position is grant funded and contingent upon the funding associated with the Start Strong II Grant. The anticipated grant end date is September 29, 2024. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant project beyond the end date.*

# General Responsibilities:

# Assist teachers in the implementation of the multi-grade model of instruction. Prepare classroom materials, supervise students, prepare and lead classroom activities under the supervision of the teacher, provide one-to-one support services for students, assist with the teacher's administrative and support tasks, and team with the teacher on parent engagement.

**Must become “Highly Qualified” within 90 days of employment.**

# Qualifications

**Education:** High school diploma or GED is required. Elementary and/or secondary education training preferred. **Must become Highly Qualified within 90 days of employment.**

**Experience:** Experience working with students at the appropriate grade level is required.

**Skills:** Proven proficiency in oral and written communication skills.

**Abilities:**

Must have the ability to pass the Paraprofessional Assessment within 90 days of hire to become “Highly Qualified”. Must have the ability to relate and work successfully with students, adults, and work as a team in developing and delivering academic programs for students. Demonstrated ability to assist students in one or more subject areas, i.e. reading or math, may be requested.

# FROM CURRENT TEACHER AIDE JOB DESCRIPTION

# Example of Duties

1. Collaborates with the certified teacher to implement lesson plans. Provides special tutorial assistance as directed by the teacher.
2. Implements lesson plans and appropriate student activities.
3. Maintains bulletin boards and prepares written materials as directed.
4. Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
5. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Equipment Used**

Standard office equipment, including computer, printer, copy and fax machines, and other teaching related equipment.

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**Independent Decisions**

Decisions of a routine, job-­‐related nature.

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**Primary Working Contacts**

Daily contact with students and school staff; occasional contact with parents.

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**Responsibility for Cash, Equipment, Safety**

Safety of students under supervision in the classroom or playground.

# Supervision Received and Exercised

Receives daily assignments from the teacher or building principal.

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**Unusual Working Conditions**

None

# Evaluation

Annual written evaluation. Job performance is reviewed by the principal.

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