

TITLE: PARAPROFESSIONAL

JOB GOAL:

To assist the certified staff member in achieving student learning objectives by working with individual students or small student groups to help them achieve skill levels as determined by the teacher.

PREFERRED QUALIFICATIONS:

- Graduation from High School required;
- Some college preferred.
- Competency in the basic subject areas of reading, writing, and mathematics.
- Ability and temperament to motivate and work with students.
- Ability to work independently with minimal supervision and follow through on teacher prepared instructions and/or lesson plans.

REPORTS TO: Certified teacher/administrator

JOB RESPONSIBILITIES:

1. Assist the teacher in implementing strategies for reinforcing learning of material or skills. Prepare and collect instructional materials as directed by the teacher. Monitor students' progress and activities throughout the instructional day.
2. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher. Guide independent study, enrichment work, remedial work, and/or other assignments as set up and assigned by the teacher. Assist students with study/organizational skills as needed. Adjust daily plans as required and as advised by certified teacher.
3. Alert the teacher to any problem or special information about an individual student.
4. Work effectively and collaboratively with other members of the instructional team – teachers, aides, administrators, specialists.

5. Utilize technology on a regular basis to assure timely and accurate communications as appropriate (i.e., e-mail, etc.)
6. Operate and care for equipment used in the classroom for instructional purposes as trained. Help students master equipment or instructional materials as assigned by the teacher.
7. Assist with the supervision of students during emergency drills, assemblies, play periods, etc.
8. Assist with large group activities; read to students, listen to students read, and participate in other forms of oral communication with students.
9. Assist students in the library/media center, cafeteria, music room, art rooms or any other assigned area where teacher may need or request assistance.
10. Assist with lunch, snack, preparation, clean-up, and wash-up and lavatory routines as necessary.
11. Accompany children to/from bus arrivals and departures or lavatory as necessary.
12. Assist teacher in the upkeep and organization of student learning materials, classroom displays, student learning displays, bulletin boards.
13. Serve as a resource to and provide assistance to any substitute teacher assigned in the absence of the regular teacher.
14. Administer Epi-pens as trained for individual students.
15. Maintain high level of ethical behavior and confidentiality of information about students.
16. Proactively work to utilize work day effectively; manage time to meet workload demands and building schedules.
17. Maintain positive and professional relationships with co-workers.
18. Demonstrate flexibility and ability to respond to changing priorities.
19. Demonstrate ability to work independently with minimal supervision
20. Perform other related duties as assigned or requested by certified teacher or a building administrator.

RESPONSIBILITY/ACCOUNTABILITY:

Responsible for quality and quantity of own work as assigned by teacher or building administrator.

PHYSICAL DEMANDS:

Walking, standing, bending, lifting, sitting, stretching
Able to attend to children on playground if necessary

TERMS OF EMPLOYMENT:

184 day position

EVALUATION:

Performance of this job will be evaluated annually by the employee's immediate supervisor and/or administrator in accordance with agreement between the Wilton Board of Education and WAESCA

Written: May 4, 2004

Revised: October, 2007

Approved: _____
Director, Human Resources