

**WESTPORT COMMUNITY SCHOOLS  
WESTPORT, MASSACHUSETTS  
Job Description**

**POSITION:** Paraprofessional

**QUALIFICATIONS:**

1. Associates Degree Required (in Educationally Related Field preferred)
2. Work experience with students in a school or agency setting.
3. Demonstrated ability to work cooperatively with students, teachers, parents, and administrators.

**The School Committee reserves the right to waive any of the above in the best interest of the school system.**

**REPORTS TO:** School Principal or Director of Special Education

**JOB GOAL:**

To assist the Principal and teachers monitoring student activities by working with both groups of students and individuals to maintain a safe, positive, and productive learning environment in the school. To help them achieve the skill level of the class as a whole.

**FAIR LABOR STANDARDS ACT CLASSIFICATION:**

Nonexempt

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the inclusion teacher or Special Education professionals in direct instruction to the students.
2. Assist the teacher or Special Education professionals in the distribution, and collection of appropriate materials.
3. Maintain proper confidentiality of student records.
4. Assist teacher, Principal or SPED supervisor in developing appropriate instructional materials.
5. Responsible for carrying out IEP tasks that allow students to meet their IEP goals (Tasks may include behavior, social, academic or self-help interventions that allow student to function in the school setting).
6. Conduct learning exercises with small groups of children within the classroom.
7. Support sped students in regular classroom settings by providing assistance with instructional or non-structured activities.
8. Assist with the supervision of children during regular play and lunch periods.
9. Serve as a chief source of information and provides help to any substitute teacher assigned in the absence of the regular teacher.
10. Attends appropriate in service training days according to contract.
11. Perform such other tasks or duties as may be requested by the Principal or Assistant Principal in collaboration with the Special Education Director and classroom Teacher.

12. Regular, reliable attendance

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 30 pounds without assistance and up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard classroom equipment at efficient speed.

**LANGUAGE SKILLS:**

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

**EVALUATION:**

Evaluation will be in accordance with district policy and collective bargaining agreements.

**APPROVED BY:** Westport School Committee **DATE:** June 28, 1999  
**REVISED:** November 8, 2005  
**REVISED:** October 2010  
**REVISED:** February 29, 2016

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_