

BOURNE PUBLIC SCHOOLS

Title 1 Education Support Personnel

Category 1

Job Description

Reports to: Principal
Title 1 Director
Assigned Teacher

Job Goal: To provide instruction in identified skill areas to eligible students as outlined in the Title 1 requirements; to assist the Title 1 Director in the implementation of the Title 1 program guidelines and regulations; to assist students in progressing toward Massachusetts standards in English Language Arts and Mathematics

Responsibilities:

1. Assist the Title 1 teacher in conducting assessments at scheduled times throughout the school year
2. Assist the Title 1 teacher in the development of service delivery schedules
3. Provide direct instruction to students identified as eligible for Title 1 services, delivered individually or in small groups, within or outside the general education classroom
4. Prepare and maintain data collection as directed on student progress for program management
5. Assist the Title 1 teacher with the identification of students and the development of individual instructional objectives
6. Complete all mandated reports within the given timelines
7. Work collaboratively with the Title 1 teachers, classroom teachers, other staff members and specialists to share information regarding student progress
8. Provide academic support based on individual student needs
9. Provide support to students to ensure educational materials are organized
10. Collaborate with teachers regarding student needs
11. Respond to the needs of the students, especially at times when the teacher is otherwise not available
12. Participate in designated in-service programs
13. Provide supervision of assigned student(s)-throughout the school day
14. Perform assigned school duties such as lunch, recess, bus, hall, etc.
15. Small group instruction/assistance for math, reading, writing, and other activities
16. Help maintain a safe classroom environment
17. Assist with classroom preparation, organization, and clean up when necessary
18. Support the social emotional needs of students through positive relationship building
19. Monitor students on the playground, at lunch, and/or at recess
20. Support students accessing technology
21. Provide generalization of instructional practices developed by related service providers (speech, OT, PT, Psychologists, etc.)
22. Assist with note taking and/or scribing for the student as needed
23. Assist with the development of state assessment portfolios or state assessment proctoring when appropriate

24. Ensure that all accommodations outlined in the DCAP (District Curriculum Accommodation Plan) are implemented based on student need
25. Perform other duties as assigned by the Principal, Title I Director and/or assigned teacher

Essential Functions of the Job:

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run
4. Must be able to work in a noisy, stressful, high pressure environment and still be able to concentrate and keep students safe
5. Ability to respond to emergency situations
6. Ability to complete district approved de-escalation and safety training
7. Ensure confidentiality regarding all personal information and educational records concerning students and their families
8. Maintain professional boundaries with students and families
9. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements

Qualifications:

Associates degree or higher preferred

Strong communication and organizational skills; interest and an understanding of students preferred

Exhibit effective written and oral self-expression skills preferred

Experience or training specific to reading and mathematics instruction is preferred

Evaluation:

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

Terms of Employment: Varied based on student and district need; full time and part time opportunities available – school calendar year

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.