

WAUNAKEE COMMUNITY SCHOOL DISTRICT
TITLE I PARA EDUCATOR
Job Description

QUALIFICATIONS:

1. Associate's degree or equivalent
2. Strong communication skills
3. Experience working with children in structured activities
4. Ability to take directions and complete tasks independently
5. Ability to adjust easily to change
6. Strong reading background
7. Strong computer skills
8. Ability to assume responsibility, display initiative, and applies good judgment

REPORTS TO: Building Principal

GENERAL RESPONSIBILITIES

Provides appropriate instructional assistance to classroom teachers in reading and math. Works directly with student groups, assists immediate supervisor to help provide a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program. Properly handles confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS

1. Provide instructional support to various classrooms
2. Supervise and provide appropriate discipline in accordance with school policy and procedures
3. Report discipline problems and concerns through procedures set by the building principal
4. Maintain confidentiality regarding students, student records, parents, staff, and any other school-related issues.

OTHER FUNCTIONS

1. Perform other responsibilities as assigned by the building principal
2. Promote a positive image of the district at all times.

Adopted:
District

Waunakee Community School