

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Title I Remedial Reading Paraprofessional (Certified) (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien.
2. Minimum age 20 years.
3. Associate Degree (or higher) or 2 years of college credit (48 semester hours minimum; to include English Composition hours, English/Reading- 6 hours, and Mathematics- 9 hours) or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Exhibits effective written and oral expression as determined by written sample and oral interview.
5. Sixty hours of In-service training as prescribed by the St. Tammany Parish School Board.
6. Minimum of three (3) years experience as a paraprofessional in Title I program.
7. Typing skills.

REPORTS TO: Assigned Teacher(s) and Principal

JOB GOAL: To assist assigned Teacher(s) in the effort to improve reading levels/skills of identified Title I students.

JOB SUMMARY: This position is designed to assist in remediation and to provide individual instruction to eligible participating students in the Title I school. Duties are performed following the directions of a teacher and with the supervision of the teacher and Principal. This position differs from that of the Title I Remedial Reading Paraprofessional II by the acquisition of sixty hours of In-service training as prescribed by the St. Tammany Parish School Board and the accumulation of three years experience as a Paraprofessional in the Title I program.

ESSENTIAL JOB FUNCTIONS:

1. Plan daily with assigned teacher(s) to meet the instructional needs of the Title I students.
2. Works directly with the Title I students to provide them with reinforcement of skills/concepts previously taught by teacher.
3. Prepare instructional materials.
4. Assists with the administration of tests and the recording of test data.
5. Sets up and operates audiovisual equipment and other instructional material for Title I students.
6. Assists in preparing and conducting meeting for Title I parents.
7. Assists the assigned Teacher(s) in the coordination of the Title I program with the Parish reading program.
8. Assists assigned teacher(s) with clerical duties.
9. Assists in the collection of data to identify Title I students.

PHYSICAL DEMANDS:

1. Possess physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasion lift and carry boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must handle numerous duties with both hands and fingers:

- 1) Fine Motor Skills
 - (1) Typing
 - (2) Copying
 - (3) Adding Machine
 - (4) Computer
 - (5) Filing
 - (6) Binding
 - (7) Filling out forms
- 2) Grasping
 - (1) Manuals
 - (2) Boxes
 - (3) Journals

ADDITIONAL DUTIES AND RESPONSIBILITIES: All other duties shall be assigned by the appropriate authority.

TERMS OF EMPLOYMENT: Nine months, unless employed in a summer program, salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____

(Incumbent)

Incumbent's Name (Please Print)
Original- Human Resources (Rev. 8/2013)

Employee Identification Number
Copy- Supervisor Copy- Employee