Paraeducator – In-School Intervention Center Monitor

POSITION: Paraeducator - In-School Intervention Center Monitor

REPORTS TO: Site Administrators

LOCATION: Various Sites

NATURE OF WORK: The In-School Intervention Paraeducator works under the direction of the building administrator and other school/central office resource staff to provide academic and behavioral supports to students who are assigned to the In-School Intervention Center.

ESSENTIAL FUNCTIONS:
• Work independently;
• Work collaboratively with administration and classroom teachers;
• Possess skills in dealing consistently and fairly with elementary students who have been referred for disciplinary reasons;
• Ability to relate well to students, teachers, other professionals, and parents;
• Possess a working knowledge of instructional strategies, the learning process, and the developmental levels of students;
• Ability to communicate negative situations in a dignified and sensitive manner; and
• Understand the importance of confidentiality in dealing with students and student records.

DUTIES AND RESPONSIBILITIES:
▪ Orient students to the ISIC;
▪ Supervise the learning activities of the students assigned to the center;
▪ Participate in conferences upon request of the principal or designee;
▪ Maintain an accurate and organized file on all students assigned to the center;
▪ Coordinate students’ academic assignments with the classroom teacher;
▪ Maintain an orderly and well-disciplined center;
▪ Provide the school administration and parents with appropriate evaluation data;
▪ Facilitate the re-entry of students when they return to their classrooms;
▪ Prepare periodic reports as well as assist with the end-of-year report as required by the principal; and
▪ Other duties as assigned by the principal or designee.

QUALIFICATIONS:

Paraeducator I:
▪ Graduated from a standard high school or possession of a state high school equivalence certificate.
▪ College training and experience working with children is preferred.

Paraeducator II: (All applicants applying for Title I Schools must meet Paraeducator II qualifications)
▪ Graduated from a standard high school or possession of a state high school equivalence certificate; and
Completed at least two years of study at an institution of higher education; or
Obtained an associate's or higher degree; or
Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in readiness for these subjects; and
College training and experience working with children is preferred.

TERM OF EMPLOYMENT:
Full-time ten-month position.

SALARY GRADE RANGE:
The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 5/7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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