

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Response Paraprofessional	Assigned School	Teacher/ Principal
<b>JOB SUMMARY:</b>  Responsible for working with students to be academically successful by assessing and remediating academic skills under the direction of certified professionals in individual or small group settings; maintain confidentiality of student and family information as required under FERPA		
<b>QUALIFICATIONS:</b>  Requires a high school diploma or equivalent (GED) and two years of post secondary education or successful completion of the ParaPro; ability to work with staff to provide services to students in skill deficient areas		
TASK NO.	DESCRIPTION WORK YEAR: 15 days less than Student Days plus 1 In-service Day	FREQUENCY

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| 1 | Provide supplemental instruction for identified students under the direction of a teacher, individually or in small group settings, in accordance with the students' individual goals and recognize achievement, effort and positive attributes of students. | 75% |
| 2 | Assist with classroom management   | 10% |
| 3 | Communicate appropriately with teachers and other district staff under the supervision and direction of the teachers.  | 5%  |
| 4 | Supervise students as assigned   | 3%  |
| 5 | Assist the teacher in preparing classroom materials  | 3%  |
| 6 | Attend meetings, workshops and training sessions as directed by supervisor.  | 2%  |
| 7 | Perform other related duties as assigned.  | 2%  |

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE