

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

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Teacher Paraprofessional	Assigned School	Teacher/Principal
JOB SUMMARY: Responsible for supervising students in and outside the building in order to maintain a safe and orderly environment, preparing classroom materials and completing records and reports as assigned; maintain confidentiality of student and family information as required under FERPA		
QUALIFICATIONS: 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 identified areas		
TASK NO.	DESCRIPTION WORK YEAR: Student Days plus 1 In-service Day	FREQUENCY

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| 1 | Supervise students in the cafeteria and classroom, at recess, as a cross guard or in other settings as assigned | 60% |
| 2 | Assist with classroom management | 10% |
| 3 | Collaborate with teachers and other building staff under the direction of the teacher and principal | 10% |
| 4 | Prepare classroom materials including scanning and laminating materials | 5% |
| 5 | Complete records and reports as required by the teacher and/or building principal. | 5% |
| 6 | Assist students with self-help skills | 5% |
| 7 | Attend meetings, workshops and training sessions as directed by supervisor. | 2% |
| 8 | Perform other related duties as assigned. | 3% |

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SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE