

ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

SCHOOL PSYCHOLOGIST PARAEDUCATOR

POSITION: School Psychologist Paraeducator

REPORTS TO: Director of Student Services

LOCATION: Student Services and Various School Sites

NATURE OF WORK:

The School Psychologist Paraeducator works under the direction of the Director of Student Services, School Psychologists, and Virtual School Psychologists to provide services and support to students who need testing evaluation. This position will require individuals to be on-site at the various school sites. The School Psychologist Paraeducator will provide support to students in various grades and/or content areas.

ESSENTIAL FUNCTIONS:

- Meet with the Virtual School Psychologist on a regular basis to plan for and review testing protocols;
- Assist in conducting virtual psychological evaluations, behavioral evaluations, intellectual evaluations, academic evaluations, and observations;
- Maintain strict confidentiality of all student information;
- Maintain appropriate safety standards while assisting students and
- Effectively collaborate, and work with the Virtual School Psychologist to support students.

DUTIES AND RESPONSIBILITIES:

- Meet on a regular basis with the Virtual School Psychologist to plan and/or review the day's activities and needs of the specific students;
- Maintain and manage the testing calendar;
- Provide instructional/behavioral/self-help assistance to students as necessary;
- Participate in Virtual School Psychologists training;
- Develop new skills as required for assistance in the implementation of testing;
- Follow all testing directions set forth by the Virtual School Psychologist;
- Assist the Virtual School Psychologist in record keeping;
- Keep required materials readily available for testing;
- Assist in the establishment of rapport between Virtual School Psychologist and school staff;
- Attend workshops and in-service training sessions;
- Assist Virtual School Psychologist in the preparation of testing-based materials and supports;
- Implement testing material with fidelity;
- Support students in special education and general education settings;
- Transition students to and from various classroom locations; and
- Additional responsibilities as assigned by the Director of Student Services.

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:

- 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 the EASMC-ESP salary schedule for ten-month seven-hour employees – Range 5/Paraeducator I or Range 7/Paraeducator II.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 08.10.23