

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

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;
- 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 with appropriate academic and/or discipline 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: Instructional paraeducators assigned to schools **not designated as Title I** schools shall have:

- 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/Paraeducator or Range 7/Paraeducator II.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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