



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Paraprofessional – Classroom

(Rev. 12/17/2012, Rev. 04/28/2016)

- Qualifications:
1. Completion of a minimum of 60 college credits;
 2. Holds a Substitute Teacher Certificate;
 3. Demonstrates an aptitude for the work to be performed;
 4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Supervisor of Special Education Services

Supervises: Monitors students as directed

- Job Goal:
1. To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.
 2. To help teacher(s) reinforce the skills and techniques taught in the program and improve the performance of designated individual(s) so that he/she may be provided with educational opportunities of a consistently high standard.

Performance Responsibilities:

1. Under supervision of properly certificated teacher, prepares for classroom activities.
2. Assists teacher with non-instructional classroom duties outside of building and on school grounds.
3. Works with designated individual(s) to reinforce material initially introduced by the teacher.
4. Assists individual student(s) in need of special attention.
5. Performs clerical duties.
6. Guides independent study, enrichment work, and remedial work set up by the teacher for designated student(s).
7. Sets up equipment as directed by teacher.
8. Checks notebooks, corrects papers and monitors testing and make-up work.
9. Participates in in-service training programs.
10. Cares for equipment, supplies and other materials used by designated individual(s).
11. Performs other non-instructional duties as may be required by the Board of Education, consistent with the position of special education aide.
12. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Paraprofessionals
Pay Grade/Compensation Structure:	G18
Evaluation:	In accordance with Board policy
Job Code:	9101