

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

PARAEDUCATOR – INSTRUCTIONAL Elementary Grades K-5

POSITION: Paraeducator - Instructional (Elementary Grades K-5)

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

The paraeducator will work under the direction of the classroom teacher to support the delivery of developmentally appropriate learning opportunities. The position is a ten-month position that has the responsibility to provide instructional support to students and support for teachers. The position will support the instructional needs of the classroom. The work is performed under the general direction of the classroom teacher and in collaboration with the school administration. The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Understand and maintain confidentiality in dealing with students, staff, and parents
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Meets regularly with the teacher at a designated time for planning and evaluating student's progress
- Assists in developing learning activities with the teacher
- Assists in guiding students in working and playing with others
- Provides escort and assistance to students as necessary
- Assists in the supervision of students on trips and other school related activities;
- Prepares, under the direction of the teacher, appropriate learning activities, stations, and materials
- Reinforces learning activities with appropriate audio visual aids and other materials
- Assists teacher in maintaining neat and safe work and study areas
- Assists in activities planned for and with parents
- Supports as needed elementary grade levels K-Grade 5
- Attends workshops and in-service training sessions
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED

- Associate degree **or** a minimum 48-semester college credits **or** successful completion Paraprofessional Test (Documents must be uploaded to your application)

Preferred

- Related college courses or training
- Experience working with children

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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 7.2024

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

PARAEDUCATOR – INSTRUCTIONAL PREKINDERGARTEN

POSITION: Paraeducator –Instructional Prekindergarten

REPORTS TO: Site Administrator

LOCATION: Various Locations

Nature of Work:

The paraeducator will work under the direction of the classroom teacher to support the delivery of developmentally appropriate learning opportunities. The position is a ten-month position that has the responsibility to provide instructional support to students and support for teachers as needed. The position will support the instructional needs of the classroom. The work is performed under the general direction of the classroom teacher and in collaboration with the school administration. The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure.
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Works collaboratively with the classroom teacher or the Instructional Resource Teacher (IRT) and at times, works independently to support the instructional goals of the students and class
- Maintains a safe and orderly learning environment
- Assists students with instructional activities and projects, and assists the classroom teacher with maintaining and organizing materials of instruction
- Meets regularly with the teacher at a designated time for planning and evaluating student's progress
- Assists in developing learning activities with the teacher or IRT
- Assists in guiding students in working and playing with others
- Provides escort and assistance to students as necessary
- Assists in the supervision of students on trips and other school-related activities
- Assists teachers in conducting home visits to families as needed
- Assists in the family-style eating opportunities provided to students in the Pre-Kindergarten Program
- Assist teachers and other professionals in maintaining and updating information in student records
- Attends to toileting and diapering needs of students enrolled in the program

- Prepares, under the direction of the teacher or IRT, appropriate learning activities, stations, and materials
- Reinforces learning activities with appropriate audio-visual aids and other materials
- Assist teacher in maintaining neat work and center areas;
- Assists in activities planned for and with parents
- Attends workshops and in-service training sessions
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree or a minimum 48-semester college credits or successful completion Paraprofessional Test (Documents must be uploaded to your application)

Preferred

- Related college courses or training
- Experience working with children

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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

PARAEDUCATOR – INSTRUCTIONAL AND PARENT INVOLVEMENT

POSITION: Paraeducator – Instructional and Parent Involvement

REPORTS TO: Site Administrator

LOCATION: Department of Equity, Education and Early Access/Title I

NATURE OF WORK:

This position supports instructional activities in students and teachers throughout the school and works to promote parent involvement activities in the school. The position requires interactions with staff, students, parents, guardians, and families of students. The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to work under pressure
- Ability to follow both written and verbal instructions
- Possess effective organizational skills Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Meets regularly with the Title I staff and administration for planning and evaluating students' progress
- Assists in developing learning activities for students in collaboration with the IRTs and/or classroom teacher
- Assists in guiding students in working and playing with others
- Provides escort and assistance to students as necessary
- Assists in the supervision of students on trips and other school related activities
- Prepares, under the direction of an IRT or classroom teacher, appropriate learning activities, stations, and materials
- Reinforces learning activities with appropriate materials
- Provides evidence-based interventions to identified students under the direction of a teacher or administrator
- Plans, organizes, coordinates, and supports parent involvement and family engagement activities at the school
- Manages parent involvement documentation as directed and required by Title I
- Assists in activities planned for and with parents, guardians, and other stakeholders
- Attends as necessary, workshops and in-service training sessions;
- Escorts students, maintains safe and orderly learning environments
- Assists students with instructional activities and projects

- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree **or** minimum of 48-semester college credits **or** Paraprofessional test successful completion (Documents must be uploaded to your application)

Preferred

- Related college courses or training
- Experience working with children

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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated, 07.2024

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

**PARAEDUCATOR – INSTRUCTIONAL AND SOCIAL EMOTIONAL
LEARNING - ELEMENTARY GRADES K-5**

POSITION: Paraeducator-Instructional and Social Emotional Learning -Elementary Grades K-5

REPORTS TO: Site Administrator

LOCATION: George Washington Carver Elementary School

NATURE OF WORK:

The paraeducator must be able to work collaboratively with the classroom teacher and at times, work independently to support the instructional and social emotional learning goals of the students and class. The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Ability to work independently
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess effective organizational skills
- Possess effective written and oral communication skills

DUTIES AND RESPONSIBILITIES:

- Meets regularly with the teacher at a designated time for planning and evaluating student's progress
- Assists in developing learning activities with the teacher
- Assists in guiding students in working and playing with others
- Provides escort and assistance to students as necessary
- Assists in the supervision of students on trips and other school related activities
- Prepares, under the direction of the teacher, appropriate learning activities, stations, and materials
- Reinforces learning activities with appropriate audio visual aids and other materials
- Assists teacher in maintaining an organized, safe work and study area
- Assists in activities planned for and with parents
- Attends workshops and in-service training sessions
- Supports social and emotional learning within the classroom, with identified students or small groups of students
- Provides ongoing intervention services in the area of social and emotional learning and academic areas
- Monitors, implements, and provides feedback related to individual student plans and works with the school leadership team and the Social Emotional Learning Coach to determine if adjustments to the plan should be considered

- Works collaboratively with the Social Emotional Learning Coach and the counselor to plan, develop, and implement social emotional and academic best practices for identified students
- Supports social emotional or academic instruction to identified students for small group interventions or extension programs
- Monitors student progress and assist teachers in the maintenance of data collection systems specifically focusing on social emotional areas
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree or a minimum 48-semester college credits or successful completion Paraprofessional Test (Documents must be uploaded to your application)

Preferred:

- Related college courses or training
- Experience working with children

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 – Range8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 7.2024

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

PARAEDUCATOR SCHOOL PSYCHOLOGIST

POSITION: Paraeducator School Psychologist

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Possess effective organizational skills
- Possess effective written and oral communication skills

DUTIES AND RESPONSIBILITIES:

- Effectively collaborates with the Virtual School Psychologist to plan and/or review the day's activities and needs of the specific students
- Assist in conducting virtual psychological evaluations, behavioral evaluations, intellectual evaluations, academic evaluations, and observations
- Maintains appropriate safety standards while assisting students
- Maintains and manages the testing calendar
- Provides instructional/behavioral/self-help assistance to students as necessary
- Participates in Virtual School Psychologists training
- Develops new skills as required for assistance in the implementation of testing
- Follows all testing directions set forth by the Virtual School Psychologist
- Assists the Virtual School Psychologist in record keeping
- Keeps required materials readily available for testing
- Assists in the establishment of rapport between Virtual School Psychologist and school staff
- Attends workshops and in-service training sessions
- Assists Virtual School Psychologist in the preparation of testing-based materials and supports
- Implements testing material with fidelity
- Supports students in special education and general education settings
- Transitions students to and from various classroom locations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree or a minimum 48-semester college credits or successful completion Paraprofessional Test (Documents must be uploaded to your application)

Preferred:

- College training and experience working with children

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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

TITLE I PARAEDUCATOR – INSTRUCTIONAL ELEMENTARY GRADES K-5

POSITION: Title I Paraeducator - Instructional Elementary Grades K-5 Grant-Funded

REPORTS TO: Site Administrator

LOCATION: Park Hall Elementary School

NATURE OF WORK:

The paraeducator will work under the direction of the classroom teacher to support the delivery of developmentally appropriate learning opportunities. The position is a ten-month position that has the responsibility to provide instructional support to students and support for teachers as needed. The position will support the instructional needs of the classroom. The work is performed under the general direction of the classroom teacher and in collaboration with the school administration.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Possess effective organizational skills
- Possess effective written and oral communication skills

DUTIES AND RESPONSIBILITIES:

- Meets regularly with the teacher at a designated time for planning and evaluating student's progress
- Assists in developing learning activities with the teacher
- Assists in guiding students in working and playing with others
- Provides escort and assistance to students as necessary
- Assists in the supervision of students on trips and other school related activities
- Prepares, under the direction of the teacher, appropriate learning activities, stations, materials
- Reinforces learning activities with appropriate audio visual aids and other materials
- Assists teacher in maintaining neat work and study areas
- Assists in activities planned for and with parents
- May be assigned by the building principal to support any elementary grade level (Kindergarten through Grade 5), as needed, and grade-level assignments may change throughout the school year
- Attends, as necessary, workshops and in-service training sessions
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Associate degree or minimum of 48-semester college credits or Paraprofessional test successful completion(Documents must be uploaded to your application)

Preferred

- Related college courses or training
- Experience working with children

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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024