

**JOB TITLE:** PARAPROFESSIONAL / ESL INTERPRETER

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. A minimum of 60 hours of college credit or Missouri Paraprofessional Certificate
3. Pass a background check
4. Demonstrates aptitude for the work to be performed

**REPORTS TO:** Director of Special Services, Building Administrator, Supervising Teacher

**JOB GOAL:** To assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assists in the preparation of instructional materials and implementation of lesson plans; and provides routine support.

**PERFORMANCE RESPONSIBILITIES:**

1. Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practice, and assignments in various subjects; confers with the teacher concerning lesson plans and materials to meet student needs; assists with the implementation of lesson plans.
2. Assists students in completing classroom assignments, homework, and projects; assures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
3. Performs a variety of clerical duties in support of classroom activities such as preparing, typing duplicating, and filing instructional materials; grades student tests and assignments; records grades; maintains student records and files as assigned by supervising teacher.
4. Assists assigned teacher with the implementation of lesson plans; administers various tests as directed; prepares mandated reports and documentation as required.
5. Assists the teacher in duties relating to the supervision of the playground, halls, study halls, cafeteria, restrooms, field trips and bus loading/unloading activities.
6. Observes and controls behavior of students in the classroom according to approved procedures; monitors students during absence of the supervising teacher. Reports progress regarding student performance and behavior to supervising teacher.
7. Operates a variety of classroom and office equipment including a computer, copier, overhead projector, etc. as assigned.
8. Assures the health and safety of students by following established practices and procedures.
9. Demonstrates effective and appropriate interpersonal relationships with students, educational staff, and parents/patrons.
10. Maintains confidentiality and non-judgmental views of children and families served.
11. Participates in professional growth activities.
12. Follows the communicated policies and procedure of the school district.

- 13. Attends all meetings assigned by Director of Special Services and Building Principal.
- 14. Assumes other responsibilities assigned by the Superintendent.

TERMS OF EMPLOYMENT:            Salary and work year to be established by the Board of Education.

EVALUATION:                        Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                  (Paraprofessional/ESL Interpreter)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
                  (Director of Special Services)