STRIDE ACADEMY

TO live; TO love; TO learn; TO LEAVE A legacy!

Paraprofessional - Job Description

Reports To: Special Education teachers and Principal

Definition: "A school district employee who is primarily engaged in direct instruction with one or more pupils for instructional activities, physical or behavior management, or other purposes under the direction of a regular education or special education teacher or related service provider" (Minnesota Department of Education)

Duties

Various factors influence the specific responsibilities assigned to the paraprofessionals, including but not limited to: characteristics and personalities of teachers, paras, and students; interpersonal skills of both teachers and paraprofessionals; the skill level of the paraprofessionals' and the physical environment of the classroom. Individual teachers may vary the responsibilities of the paraprofessionals to enhance the program of instruction. The following list could be assigned to paraprofessionals:

- Assist individual students in performing activities initiated by the teachers
- Supervise children in the hallway, lunchroom, and playground
- Assist in monitoring supplementary work and independent study
- Reinforce learning in small groups or with individuals while the teacher works with other students
- Provide assistance with individualized programmed materials
- Score objective tests and papers and maintain appropriate records for teachers
- Perform clerical tasks, i.e., typing and duplicating
- Assist the teacher in observing, recording, and charting behavior
- Assist the teacher with crisis problems and behavior management
- Assist in preparation/production of instructional materials
- Carry out instructional programs designed by the teacher
- Work with the teacher to develop classroom schedules
- Carry out tutoring activities designed by the teacher

Skills Needed

- Establishing and maintaining effective working relationships with licensed / non-licensed staff
- Basic computer skills (Zoom, Google)
- Ability to work well with people
- Other duties as assigned