

Monroe-Gregg School District

Role Description



Job Title: Title 1 Paraprofessional

Location: Monrovia Elementary School

Job Group: Classified- Non- Exempt (Instructional Days)

Reports to: Principal; Responsible to Title 1 Director

Title 1 paraprofessionals work under the immediate supervision of the director to perform a variety of duties related to classroom instruction of Title 1 programming and Response to Intervention (RTI) strategies. Responsibilities include the preparation of instructional materials and implementation of lesson plans to help improve the achievement of students in kindergarten through second grade, particularly those who are low-achieving or need additional support to meet performance standards. Weekly service hours are thirty-five (35) hours per week.

Essential Responsibilities:

- Assists the director in planning and performing instructional goals and curricular activities related to the Title 1 program to include: creating lesson plans, setting up student work areas, leading student work groups, maintaining student folders, presenting instructional materials to include vocabulary, reading, and writing lessons, reading and listening to students, maintaining the curriculum/book inventory, filing documents, and tidying up the classroom space daily.
- Works under the direct supervision of and in close and frequent proximity to the director and/or a teacher.
- Pushes into classes and/or pulls students out to provide instructional reinforcement in conjunction with Response to Intervention (RTI) strategies.
- Provides students with individual attention, small group assistance, and instructional enforcement according to direction from the director and/or teacher.
- Assists in the preparation of manipulatives, games, bulletin boards, and other materials required for daily instructional activities.
- Administers and scores various assessments to include reading records and prepares documentation as required.
- Improvises when necessary and is able to deviate from the lesson in a positive manner to support ever changing needs of the students.
- Implements appropriate behavior correction and encourages positive behavior required to maintain an orderly classroom.
- Maintains the physical appearance of the Title 1 classroom to help ensure a fun, safe, healthy, inviting, and creative classroom environment for children to learn.
- Remains proficient in Title 1 programming needs (i.e., Haggerty, Orton-Gillingham, Smekens, etc.)
- Operates a wide variety of classroom and office equipment including audio-visual equipment, copiers, computers, chrome books, and software (i.e., Skyward, etc.)
- Supports student supervision by participating in non-Title 1 duties, including but not limited to, morning/afternoon supervision, lunch/recess duty, field trips, bus duty, etc.
- Substitutes for the director and/or classroom teachers or other areas of the school depending on building needs.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the director and/or principal regarding issues and concerns.
- Other duties as assigned by the director and/or principal.

Essential Qualifications:

- High school diploma or equivalent.
- Previous relevant experience in an elementary or early childhood educational setting is preferred.
- Must meet district policy and state requirements for highly qualified paraprofessionals.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant hand-eye/mind-eye coordination, intermittent filing, grasping, and walking.
- Must be able to climb a flight of stairs multiple times throughout the day.
- Frequent balancing, bending over, carrying, crouching, holding, indexing, inserting, lifting, sitting, standing, stooping, talking, turning, and typing. Frequent repetitive motion of wrists, hands, fingers.
- Hearing and speaking to exchange information with the ability to speak in a clear and loud voice.
- Requires visual concentration on detail, dexterity, and precision.
- Experiences frequent interruptions.
- Lifting, carrying, pushing, and pulling up to 10 pounds daily and up to 100 pounds on rare instances.

Environmental Conditions:

Works in a school building around others. The noise level is usually low to moderate. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases in a clean atmosphere.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.