



Ben Hill County Schools

21st Century After School Hurricane Haven Paraprofessionals

Position Purpose

Under the supervision of the CCLC Project Director and Site Coordinator, the paraprofessional will support teachers in the after-school program. This includes helping with tutoring that connects to daily academics and interpersonal skills, all based on the approved curriculum.

The paraprofessional is expected to assist the teacher in creating a creative, flexible, safe, and optimal after-school learning environment. You will also help provide feedback to students, parents, and administrators regarding student progress, expectations, and goals.

Paraprofessionals

Essential Performance Responsibilities

- a. Serve as role models for all students enrolled in the program.
- b. Responsible for assigned students during free play and snack time.
- c. Implements the planned curriculum with an assigned group of students.
- d. Accompany students to activity centers and field trips.
- e. Help with homework and remediation when needed.
- f. Assist with classroom activities as needed and directed by the after-school teacher.
- g. Maintain attendance roster on a daily basis.
- h. Disseminates information to their assigned group of students as required by the teacher/site coordinator.
- i. Help to ensure that all facilities and equipment used are left secured, clean and in order after each activity.
- j. Counsels students as required and provide a written record to the director.
- k. Performs other duties as assigned by the Program Director and/or Site Coordinator.

Additional Duties

- Performs other related tasks as assigned by the Project Director or Site Coordinator.

Equipment

- Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Physical and Mental Demands, Work Hazards

- Works in standard office and school building environments.
- **Note:** Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Job Duties for this position.

Qualifications Profile

- At least a Paraprofessional Certification with a Clearance Certificate
- Motor Vehicle Operator's License or ability to provide own transportation.

Experience

Successful prior teaching experience at the elementary or middle school level.