

Inter-Lakes School District Job Description



Title: Reading Intervention Paraeducator	Date Revised: August 16, 2023
Classification: Support Staff	Terms of Employment: 185 days
Reports To: Building Principal, Dean of Students and Operations, Reading Specialist	Supervises: n/a

QUALIFICATIONS:

1. Minimum education of High School Diploma or equivalent/advanced course work desirable.
2. NH Department of Education Paraeducator license (or eligible for license) as outlined in ILSSA contract.
3. Knowledge of research-based phonics instruction and interventions such as Orton-Gillingham or Wilson training preferred.
4. Demonstrated ability to work with children and adolescents in an educational settings.
5. Experience working with all learners preferred but not required.

JOB OBJECTIVE:

Working under the general direction of the building administrators and the Reading Specialist, the Reading Intervention Paraeducator will assist with a variety of instructional and tutorial tasks with identified individuals and groups of learners. Daily instruction will be coordinated with classroom teachers and will be overseen by the Reading Specialist.

ESSENTIAL JOB FUNCTIONS*:

- Works with learners individually or in small groups to provide enrichment and reinforcement of skills and concepts taught as part of the curriculum.
- Plans and implements reading and writing instruction for learners with identified literacy skill needs under the direction of the Reading Specialist.
- Administers progress monitoring assessments and maintains instructional records.
- Collaborates with the reading specialist, special education teachers and classroom teachers.
- Maintains appropriate records as required by the District and other agencies.
- Monitors the progress of students providing documentation as necessary.
- Develops detailed progress reports.
- May be requested to attend staff/parent conferences, in-service programs and other meetings.
- Assists co-workers.
- Communicates effectively and positively.
- Identifies potential problems and effectively participate in their solution.
- Accepts assignments in a cooperative manner.
- Works to keep informed of school matters.
- Demonstrates independence and show initiative.
- Maintains a good record of attendance and punctuality.
- Maintains confidentiality of the work place.
- Understands and complies with all school policies and procedures.
- Demonstrates positive and respectful interactions with students.
- Maintains appropriate self-control when dealing with students.
- Supervises students in an appropriate manner.
- Communicates to administration any safety concerns.
- Participates in professional development and training.
- Other duties as assigned.

WORKING CONDITIONS:

Primary setting is classrooms, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**