

Corning Union Elementary School District  
Job Description

JOB TITLE: PARAPROFESSIONAL

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Salary Range:	12	Department:	Paraprofessional
Reports To:	Site Administrator	Approved by:	Board of Trustees March 14, 2007

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POSITION SUMMARY:

To assist teachers and students in the conduct of lessons and other classroom activities in addition to providing one-on-one or small group tutoring.

ESSENTIAL FUNCTIONS:

Under direction of the supervising teacher, presents educational lessons, materials, or programs to students in a one-on-one or group setting with minimal supervision.

Communicates with teachers, parents, or guardians about students' progress, attendance, etc., and brings personal and education needs of students to the classroom teacher's attention.

Assists the teacher or instructor in monitoring pupils in the classroom and supervising students at recess and other activities.

Assists the teacher or instructor in all classroom functions: preparing materials for instruction; organizing and utilizing reference and resource material; assists the teacher in developing individual instructional material; assesses students' work; keeps records reflecting attendance and grades.

Makes decisions regarding student welfare and safety, including counseling students regarding conduct, and self-discipline.

Able to implement behavioral intervention plans and collect behavioral data under direction of a supervising teacher.

Ability to assess students, design student lessons, and monitor progress under the direction of certificated staff.

Assist with school wide assessment activities.

May provide basic first aid and/or distribute medication (with proper training) as directed by the supervisor.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Occasionally (not on a regular basis) may provide assistance for students with disabilities and special needs, including washing, toileting, and related needs.

Using various office machines, may type and duplicate materials.

May straighten and organize classroom or learning facility.

May be required to attend inservice training sessions.

May be required to use technology in the conduct of assigned duties.

May be required to participate in student required meetings, e.g., IEP's and FST etc.

May accompany students on field trips.

Other related duties as assigned.

#### QUALIFICATIONS/EDUCATION:

Must have high school diploma or the equivalent.

Must have passed the County Aide Proficiency test.

Must meet all requirements of the No Child Left Behind Act.

Ability to work with children and interact with people of all ages.

Ability to exercise discretion, tact, and confidentiality when meeting with parents and the public.

Must have personality to maintain human relationships required by a public service agency, and the ability to deal effectively with staff, parents, students, administration, etc.

Ability to read, write, speak, and communicate effectively in English.

Ability to attend to students with special needs, including washing, toileting, and related needs.

Demonstrated ability to work independently with students in an effective manner.

Possesses temperament and skills necessary to work effectively with students who have severe emotional and/or physical needs.

Able to implement behavioral intervention plans with appropriate training.

Must demonstrate individual initiative in the conduct of assigned duties.

#### DESIRABLE QUALIFICATIONS

Demonstrates ability to use technology effectively with appropriate training.