

**JOB DESCRIPTION:**

A Paraprofessional enhances student learning by assisting teachers with student instruction.

**MINIMUM QUALIFICATIONS:**

Teacher Assistant Certification required.

**OTHER DESIRED QUALIFICATIONS:**

- Ability to demonstrate sound decision making capabilities consistent with established school policies and procedures.
- Ability to follow instructions provided by school administrators and assigned staff.
- Ability to demonstrate familiarity with state and district established rules and regulations governing the education of students including students with disabilities.
- Ability to maintain confidentiality.
- Mobility and agility required.
- Keep all appropriate certification requirements current.

**DUTIES AND RESPONSIBILITIES:**

- Exhibit self-control and good judgment.
- Supervise students in a designated time-out area with other adults in safe proximity.
- Support student when rejoining group following time out.
- Maintain order by reinforcing school rules in all settings including recess, lunch, and bus.
- Supervise students during structured and unstructured time in designated school areas including classrooms and playgrounds.
- Supervise students during periods of physical activities and maintain student safety during structured and unstructured time.
- Develop effective personal relationships with the children who require patience, empathy, and flexibility.
- Record and report data on all behavior and performance as instructed by the teacher.
- Note and report student frustration level and use calm, appropriate strategies.
- Complete any other duties as assigned.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed. The Teacher Assistant will be required to follow the instructions and perform the duties required by the Principal, appointing authority or designee.

**IF INTERESTED, PLEASE REACH OUT TO JILL HAGUE FOR MORE  
INFORMATION AND TO APPLY. SHE CAN BE CONTACTED AT  
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