

# Williams Bay School District

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## **Position Title: Instructional Teaching Paraprofessional**

### **Reports to: Building Principal**

#### **Job Goal:**

The Instructional Teaching Paraprofessional provides appropriate supervision for the safety of students in the classroom and on the school grounds. The paraprofessional assists the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole and assist in student supervision. Specific responsibilities may include one-on-one tutoring, classroom management, parental involvement in activities, and instructional services under direct supervision.

The job demands the ability to stand for extended periods, the ability to move quickly and freely and to spend time outside in inclement weather. Properly handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.

#### **Required Qualifications:**

- High school diploma or its equivalent.
- Teaching Assistant training courses, or current enrollment in the Teaching Assistant education courses appropriate to the level of the job opening or their equivalent is preferred.
- Any college credits and experience will also be evaluated.
- Experience working with children or young adults preferred.
- Physical ability to perform demands and duties as assigned.
- Such alternatives to the above qualifications as the Board of Education and/or Superintendent of Schools may find appropriate.

#### **Performance Expectations:**

##### **Instructional**

- Works with individual students or small groups of students to reinforce learning of materials or skills under the supervision of the teacher. Examples of this might be: (a) assist in independent study in the classroom or the learning center; (b) assist in reading tests to students; (c) drill in mathematics; (d) individualized help in spelling.

- Assists the teacher in devising special strategies and materials for reinforcing skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.
- Guides independent study, enrichment work, and remedial work set up assigned by the teacher.
- Assists with large group activities, such as reading aloud and storytelling.
- Meets regularly with and alerts the regular teacher to any problems or special information about an individual student.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in appropriate and approved in-service training programs.
- Attends Evaluation Team staffing meetings as requested.
- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Checks notebooks, corrects papers, supervises testing and makeup work, and assists with clerical duties as assigned by the teacher.
- Assists teacher in duties relating to the supervision of playground, study hall, cafeteria, and bus loading activities.
- Supervises the students and assists in reinforcing acceptable, individual behavior in large groups and on school property.

### **Clerical**

- Records and documents academic and behavioral data.
- Assist in preparing materials and information for classroom and student use, such as schedules, seating charts, and student work materials.
- Maintains confidentiality of student and family information as per applicable state and federal regulations.

### **Supervision**

- Supervises the students and assists in reinforcing acceptable, individual behavior in large groups and on school property.
- Supervises students in the lunchroom, on the playground, and in other locations.

### **General**

- Performs such other tasks as may be assigned by the immediate supervisor and building principal.
- May be required to assist students with personal hygiene and grooming functions such as toileting.

### **Physical Demands**

- Position involves bending, stooping and kneeling while working with students.
- Position involves extended periods of time on feet .
- Position involves occasionally lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.
- Position may involve physical restraining of students.

## **Terms of Employment**

At will employee. Compensation and employment responsibilities to be arranged by the Building Principal, and as directed by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

## **Evaluation**

Performance of this job will be evaluated following provisions of the Board of Education's policy on evaluation of support personnel.