

Classroom Para-professional

Responsible to: Classroom teacher
Administrative Assistant
Principal

Qualifications: Live according to the tenants and teachings of the Catholic faith
Support and foster the Catholic Mission and Vision of the school
Demonstrate an aptitude for successful fulfillment of assigned responsibilities

Classification: Non-Certified
Hourly wage
Days and hours based on student calendar
Hours as determined between administration, teacher and para-professional within school day.

Duties/Responsibilities: The Para-professional fulfills responsibilities as assigned by the classroom teacher and the Administrative Assistant and/or Administrative Team.

- Maintain confidentiality of all students/staff in the school
- Maintain positive communications about St. Vincent de Paul School
- Provide instructional support services under the direct supervision of a highly qualified teacher. Support services to students that may include:
 - Monitor students during teacher-directed whole class instruction
 - Monitor and support student during independent work or cooperative learning activities
 - Provide small group instruction
 - Provide one on one instruction
 - Reading tests; reading orally
 - Proctoring classroom make up tests
 - Support re-teaching and pre-teaching concepts
 - Assist students with redoing work
 - Support students in special area classes as needed and directed by supervising teacher
- Assist teacher in organizing and preparing instructional materials
- Assist with parent involvement activities
- Assist in organizing field trips.
- Helps with daily routine.
- Assists teacher with ill students to direct to school nurse
- Decorate bulletin boards, classrooms and hallways with class work & art projects.
- Substitute teacher (for last minute help/emergencies)(Those with substitute teacher licenses)
- Monitor students on the playground & lunchroom as scheduled
- Monitor students in a variety of settings such as hallways, assemblies, Mass (grades K-3)
- Implementing a plan designed by the teacher (curricular or behavioral)

The following are NOT duties of the paraprofessional

- Creating lesson plans
- Determining curricular objectives
- Planning behavior management strategies
- Contacting parents regarding student progress
- Revising instructional programs
- Determining student grade reports
- Inputting student grades into Powerschool/Gradebook