

SUPPORT STAFF POSITIONS

(Title I Para-Educators)

QUALIFICATIONS

1. High school diploma required - two years or more college training preferred for buildings other than those designated as school-wide Title I schools. **SPECIAL NOTE:** Schools designated as school-wide Title I schools require para-educators hired after January 2002 to have 48 semester hours of college credit or have successfully completed a state-wide assessment to certify the individual as "highly qualified." Para-educators hired prior to January 2002 must meet these requirements by 2006.
2. Demonstrated aptitude for the work to be performed.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO

Building principal, special services director, and Title I coordinator.

JOB GOAL

To tutor the Title I child in a supplemental manner on a regular basis so that he/she may experience better success in the reading, math, or language arts areas in the classroom.

PERFORMANCE RESPONSIBILITIES

1. Administers, scores, and records such achievement and diagnostic tests as recommended for individual students and under the direction of the Title I coordinator.
2. Works on individual students or small groups of students to reinforce learning of materials or skills initially introduced in the classroom. School-wide program para-educators will be expected to work within the classroom as well.
3. Assists in implementing special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. May provide teachers with input when developing and preparing daily and long-range lesson plans and classroom activities.
5. Guides independent study and remedial work.
6. Reads to students, listens to students read, and participates in other forms of oral communication with students.
7. Checks Personal Education Plan (Pep's) and supervises testing as assigned by the Title I coordinator.
8. Alerts the Title I coordinator and regular teacher to any problem or special information about an individual student.
9. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
10. Participates in in-service training programs, as assigned through appropriate administrative channels.
11. Assists with the supervision of students during emergency drills and assemblies.
12. Assists with keeping bulletin boards and other classroom learning displays up to date.
13. Keeps records related to the evaluation of student progress.

Title I Para-Educators - Job Description

14. Helps maintain individual student progress records for teach Title I student.
15. Operates and cares for equipment used in the classroom for instructional purposes.
16. Determines and expects appropriate behavior as dictated by discipline plan.
17. Provides teacher coverage in the event the teacher must attend a staff/conference during the school day.
18. Performs other duties as may be assigned by the principal of the building.
19. Initiates weekly Keep in Touch (KIT's) lesson planning meetings with the classroom teachers.
20. Assists the classroom teacher in determining a schedule of student participation in the program.