

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-R PARAPROFESSIONAL

1:0 JOB TITLE – INSTRUCTIONAL PARAPROFESSIONALS

2:0 LINE AND STAFF RELATIONSHIP

2:1 Reports to the Principal/Director of Student Services

3:0 GENERAL RESPONSIBILITIES

3:1 To supplement the duties of the classroom teacher.

3:2 To work with the classroom teacher to make the classroom accessible for physically-handicapped students with special needs.

3:3 To supervise arrival and departure from school and general movement throughout school, as needed.

3:4 To provide needed support for the developmental needs of the students.

3:5 To maintain a safe environment.

3:6 To assume any other assignments as directed by the building administrator.

4:0 DUTIES

4:1 To support classroom teacher in daily operations of the classroom.

4:2 To support classroom teacher in daily instruction of the student (s).

4:3 To support classroom teacher in implementation of the Individual Educational Plan (IEP), as needed.

4:4 To deliver small-group instruction and provide support to students in the classroom under the direction of the teacher but not necessarily in the same location as the teacher.

4:5 To provide the necessary assistance to absentees (student or teacher) upon their return to the classroom.

4:6 To provide general assistance in the maintenance of discipline in the classroom.

4:7 To assist in the correction of objectively-scored classwork, homework, quizzes, and tests when necessary for the benefit of the student.

4:8 To report to the assigned teacher at the time agreed upon by the teacher and assistant, within the contract guidelines.

4:9 To maintain the confidentiality and privacy issues of students, staff and parents.

4:10 To provide input for team meetings, as requested.

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5:0 DUTIES – EDUCATIONAL SUPPORT PERSONNEL IN AN INCLUSION SETTING

5:1 Same as 4:0 (4:1-4:10) Above

5:2 To assist the classroom teacher in accordance with the recommendations of the special needs teacher.

6:0 QUALIFICATIONS

6:1 High school diploma or equivalent and highly qualified status as determined by the DESE; some college experience preferred.

6:2 Demonstrate an ability to work effectively with students, staff and parents.

6:3 Demonstrate the ability to be flexible, patient, and willing to participate in professional growth activities.

7:0 TERMS OF EMPLOYMENT

7:1 Salary, benefits, and work year as established in the FEA - Unit C, Collective Bargaining Agreement.

8:0 EVALUATION

8:1 As outlined in attached document – EVALUATION CONTRACT FOR EDUCATIONAL SUPPORT PERSONNEL – UNIT C

Adopted: October 11, 2000

Revised: September 28, 2016