



JOB TITLE	DEPARTMENT	REPORTS TO
Title I Paraprofessional	School Based	Principal

Position No: 51111	Length of Work Year: 10 or 12 Months
Salary Schedule: C03, C16	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 1/08/08

JOB GOAL
To assist classroom teacher in providing individualized or small group academic support.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent plus either AA/AS, sixty (60) hours college credit, or a passing score on a rigorous locally identified test. 2. Verbal, written language and mathematical proficiencies. 3. Ability to perform clerical tasks. 4. Ability to perform the functions of the position. <p>When possible, preference will be given to qualified applicants from the target population.</p>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To provide, under the direct supervision of a certified teacher, instructional services to students enrolled in the Title I program. 2. To assist with classroom management functions such as organizing instructional and other materials. 3. To provide assistance in a computer laboratory as appropriate. 4. To assist in conducting parental involvement activities. 5. To provide support in a library or media center as appropriate. 6. To provide one-on-one tutoring services for eligible students outside periods of direct instruction by the teacher. 7. To act as a translator if proficient in English and another language appropriate to the situation. 8. To assist in limited duties as assigned to other paraprofessionals such as bus or lunchroom duty, proctoring of tests, etc. 9. To participate in staff development activities. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other related functions and assume other responsibilities as the Title I teacher, principal or Supervisor of Title I and Migrant may assign.
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.