

# Classroom Paraprofessional Job Description

Supervisor: Assistant Principal

## Job Summary

Guadalupe Charter School is composed of innovative, dynamic, and professional faculty members. The classroom paraprofessional is a faculty member whose main priority is assisting the classroom teachers and instructing students based on data. Classroom paraprofessionals are part of the larger Guadalupe School agency, and therefore are expected to follow the requirements of Guadalupe Charter School's mission, goal, and objectives when interacting with students, parents, staff, and the community.

## Requirements:

Within 60 days of the hire date:

- Pass the Parapro Praxis Assessment (Assessment #1755)
- Or have 48 hour of college credit
- Pass a background check
- CPR and First Aid certified

## Duties

- 1. Work cooperatively with the classroom teachers, and the achievement coach to implement appropriate small group instruction for identified students.**
  - Work closely with the assistant principal and achievement coach to provide strong Tier 1 small group instruction.
  - Be able to take direction from teachers, coach, and assistant principal as to curriculum instruction, including preparation of learning materials, running small groups, and tutoring.
  - Be able to manage groups of students, whether in whole classroom groups, small groups, pairs, or individually. This management also extends beyond the classroom for recess duty, lunchroom, assemblies, and specials classes transitions, etc.
  - Stay alert to students' engagement levels, on task participation, and possible confusion or frustration and be ready to assist students when appropriate.
- 2. Work in a team setting with all Guadalupe Charter School staff to maintain a positive daily routine in the classroom, cafeteria, on field trips, and on the playground.**
  - Create a learning atmosphere that is respectful to teacher/student interactions.
  - Maintain the Guadalupe Charter School behavior management (PBIS) when assisting students and classroom teachers in the classroom, playground, lunchroom, etc.
- 3. Assist students in achieving their individualized learning goals and objectives.**
  - Assist teachers in the implementation of students' individualized learning plans.
  - Conduct learning as directed by the teacher in small groups, or one on one.
  - Assist in assessments, including Acadience reading and math benchmarks and progress monitoring, RISE benchmarks and year-end testing, etc., and monitors students' academic progress.

**4. Support and enhance the work of Guadalupe School's mission.**

- Demonstrate a commitment to learning new curricula, as well as to propose improvements.
- Attend and participate in training sessions and professional development.

**5. Demonstrate professional practices and responsibilities.**

- Demonstrate the ability to treat colleagues, parents, and students with respect and honest communication.
- Demonstrate willingness to collaborate with faculty and parents to creatively solve problems and make innovative decisions that will benefit the student and the school.
- Demonstrate flexibility and adaptability to the changing needs of the school.
- Willingness to provide translation services as needed by teachers, etc.
- Willingness to substitute in classrooms.
- Demonstrate willingness to collaborate with other agency staff to creatively solve problems and make innovative decisions that will benefit Guadalupe School.
- Follow all of Guadalupe School's policies and procedures.
- Must be able to work assigned hours.

**Non-Essential Functions**

- Other duties as assigned\*

*\*This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed in the description are representative of education, knowledge, and experience requirements: the machines, tools and equipment used; background; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

**Qualifications**

- Personal ability to be sensitive, non-judgmental, and caring toward adults and children.
- Ability to communicate effectively orally and in written form with adults and children.
- Ability to work independently and in a team setting and to organize time effectively and productively.
- Ability to operate basic office and classroom equipment (computer, printer, projector, copier, phone, etc.).
- Ability to problem-solve issues individually and in a group.
- While performing the duties of this job, the employee is required to frequently stand, walk, reach with hands and arms and stop, kneel, and crouch. Occasionally required to use hands to handle or feel and must be able to climb stairs. Must be able to perform the physical demands of the job, including participating in PE, monitoring recess and rotate between classrooms and other areas of the school.