

## Paraprofessional Job Description

**Job Title:** Paraprofessional

**Employed by:** Richland Parish School Board.

**Qualifications:** "Highly Qualified" as set by the SDE

**Reports to:** Teacher, Principal, Title I Supervisor, Title I Director, Superintendent.

**Supervises:** Students related to assignment.

**Job Goal:** To reinforce needed skills for students to become self-confident, inquisitive learners.

### Job Duties Responsibilities:

- Assist students with developmentally appropriate activities.
- Conduct learning activities with small groups of students.
- Modify instructional strategies based on recommendations and evaluations.
- Use a variety of materials and instructional techniques when appropriate.
- Attend professional development training as directed.
- Perform any other duties as assigned by the appropriate authority.
- Confer daily with assigned teacher/site supervisor to reflect on student progress and to identify instructional changes that need to be made.
- Secure or make manipulatives that will enhance learning of all children.
- Monitor pretest and posttest results.
- Maintain required documentation/data collection on student performance.
- Be sensitive to social and emotional needs of all students.
- Arrive promptly and follow assigned schedule.
- Monitor students at all times. Do not leave students alone.
- Keep students engaged in learning activities.
- Display a professional disposition (positive attitude, included) at all times.
- According to FERPA, keep all student personal, academic, and behavioral information confidential.
- Follow the chain of command protocol for any grievance or concern.

\_\_\_\_\_  
Paraprofessional Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date