

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 9/1995
LAST REVISION DATE JUNE 2005
BAND & GRADE B-2-1-4

POSITION TITLE Title I Paraprofessional

IMMEDIATE SUPERVISOR: Designated Teacher

Job Summary (Basic Purpose of Position)

A Title I Paraprofessional will assist licensed teachers in instructing students with Title I needs by following teacher directives and educational plans.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 ASSIST LICENSED TEACHER IN INSTRUCTING TITLE I IDENTIFIED STUDENTS 1.01 Assist individual or small groups of students as identified by a under the direction of a licensed teacher: a. Implement and conduct reading activities as established by teacher objectives. b. Implement and conduct math activities as established by teacher objectives. c. Implement and conduct writing activities as established by teacher objectives. d. Collect and record student performance data. e. Assist in adapting instructional strategies and materials according to the needs of the student. f. Assist and reinforce elements that support a safe and effective learning environment. g. Prepare and organize materials to support learning.	B	80D		KNOWLEDGE: 1.1 District policies regarding confidentiality and data privacy. 1.2 Provisions of Educational Assistant Agreement (SBR 200-20-1). 1.3 Title I Federal and State Guidelines. 1.4 District and building Title I procedures. 1.5 Human and legal rights and responsibilities of parents and students. ABILITY: 1.1 Interact in a positive and appropriate manner with students, other educators and parents. 1.2 Describe the positive benefits of education to all students.	1.01 Data collected will indicate that instructional support has been provided consistent with instructional objectives established by licensed staff.

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h. Effectively employ strategies that reinforce positive student behavior.		5D		1.3 Understand and implement the specific instructions and directions of designated supervisor(s).	
i. Monitor and accurately collect objective information on student behavior.		2D		1.4 Maintain a positive attitude while at work.	
j. Use appropriate educational terminology regarding students and instructional activities.				1.5 Clearly communicate ideas to others (children and adults).	
k. Use time effectively and efficiently to support and reinforce the instruction of students in reading, math, and/or writing.		5D		1.6 Demonstrate respect for the diverse backgrounds of students.	
l. Access and effectively use available resources, including technology, to support instruction.		1D		1.7 Accurately collect and maintain student performance data.	1.02 Activities of students are managed as assigned by the teacher.
1.02 Participates when requested to attend conferences with families and/or primary caregivers.	B	2D		1.8 Establish and maintain rapport with students.	
1.03 Assist licensed staff with the development of instructionally related materials.	B	5D		1.9 Follow oral and written direction from licensed teachers.	1.03 Instructionally related materials have been prepared and developed.
1.04 Model positive behavior.	N/A			1.10 Demonstrate a positive respect for the distinctions between the roles and responsibilities of paraprofessionals, professionals, and other support personnel.	1.04 Assists Title I students' behavior during instruction.
1.05 Accurately gather and record student performance data.	A			SKILLS:	1.05 Accurate records are maintained.
1.06 Follow the goals and objectives identified in each student's Educational Plan.	B			1.1 Demonstrates proficiency level in Reading.	1.06 Followed the goals and objectives listed in Title I PEP's when assisting in the instruction of students.
1.07 Perform other duties as assigned by designated teaching staff and the building/program principal.	N/A			1.2 Demonstrates proficiency level in Math.	1.07 Other duties are performed as assigned.
1.08 Follow school district policies, and state and federal statutes, rules, and regulations.	A			1.3 Demonstrates proficiency level in Writing.	

MINIMUM QUALIFICATIONS: Completion of two years of study at an institution of higher education (AA, AS, 60 semester credits or 90 quarter credits); and, demonstrated proficiency in reading, writing, and mathematics.