



## OFFICE ASSISTANT/PARAPROFESSIONAL JOB DESCRIPTION

**Qualifications:** Reception, clerical, technology and experience in education preferred.

**Reports to:** Director and/or Designee

**Schedule/Rate:** 40hrs/week, 220 working days per year, \$22,000/year to start.

### BASIC FUNCTION/PURPOSE:

To assist, support, and work closely with teachers, administrators, and other team members in providing a quality instructional program to continuously improve student achievement. The essential functions of this position include, but are not limited to responsibilities and functions specified herein:

### DUTIES AND RESPONSIBILITIES:

- Effectively observes assigned work hours.
- Maintains a pattern of prompt and regular attendance.
- Follows the daily schedule as prescribed.
- Adjusts to work assignments and/or schedule changes.
- Develop proficiency in Student Information Systems (SIS)
- Maintain records/attendance within SIS and other forms of data management.
- Receptionist work.
- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher.
- Provides extra assistance to students with exceptionalities, such as non-English-speaking students or those with physical and/or mental disabilities, and 504 Plans.
- Assists as directed by the supervising teacher in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP team.
- Supervises students in classrooms, hallways, cafeterias, labs, shops, or on field trips.
- Communicates clearly and positively with students and all stakeholders.
- Serves as a source of information and assists any substitute teacher assigned to the class.
- Performs other duties as assigned by the supervising teacher, Principal or his/her designee.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Maintains a cooperative working relationship with Principal, supervising teacher, students, parents, staff and public.
- Participates in professional learning activities which align with school improvement goals.
- Participates in staff development opportunities provided by the School
- Demonstrates a positive attitude toward work assignment.
- Prolonged periods of standing or sitting could be required. Accepts responsibility for the work assigned and accepts constructive criticism.
- Additional school level responsibilities as assigned by Director or Principal or his/her designee