



URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

JOB DESCRIPTION

TITLE: Paraprofessional
REPORTS TO: Director of Special Education
DEPARTMENT: Special Education
FLSA STATUS: **Non-Exempt**

DUTIES AND RESPONSIBILITIES

- Carry out the instructional programs and lessons as developed by the supervising teacher in all learning environments.
- Assist individual students or groups of students in performing activities initiated by the teacher.
- Individually or in small groups, reinforce concepts and skills introduced by the teacher in all learning environments.
- Keep students on task.
- Implement assistive technology.
- Implement accommodations indicated by the IEP (read tests aloud, take notes, enlarge materials, etc.) as directed by the special education teacher.
- Participating in lesson planning sessions and communicating with parents and school officials.
- Co-teaching lessons under the Teacher's guidance, leading small groups or individual instruction and discussions, and reviewing classwork.
- Organizing the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions and disruptions.
- Supervising students in and out of the classroom.
- Attending to students' physical, personal, academic, and emotional needs.
- Helping Teachers and students with extracurricular activities and school functions.
- Performing clerical duties, such as tracking student attendance, typing, filing, photocopying, and grading tests, and homework.
- Ensuring the upkeep of educational materials, equipment, and supplies.
- Tracking students' progress and preparing reports for the parents.
- Assisting Teachers in counseling parents on the requirements and development of their children.
- Other duties as assigned.

QUALIFICATIONS:

- 2 Years of college experience
- Associate degree preferred
- Excellent written and verbal communication.
- Ability to assist in classroom instruction and learning.



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- Great attention to detail
- Ability to work closely with children.
- Excellent teamwork skills
- Ability to always remain calm and patient.
- Knowledge of classroom subjects

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent must stand and walk for prolonged periods of time.
- Incumbent must sit for extended periods of time.
- Incumbent may occasionally be required to lift, carry, push, and pull up to 25 pounds.
- Incumbent must have the ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment.
- Incumbent must be able to read, see, hear, and speak English, as well as the ability to speak clearly and distinctly when communicating.

SUCCESS FACTORS/JOB COMPETENCIES:

- Written and Verbal Communication
- Coaching/Teaching
- Judgement/Independent Decision Making
- Collaboration/Team Player
- Creativity
- Organization
- Patience
- Adaptability

WORK DAYS AND SHIFTS:

- Monday – Friday, daylight hours during school year and other scheduled work days.

ACKNOWLEDGEMENT:



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JOB DESCRIPTION

In signing this Job Description, I am acknowledging that I have received a copy, read, and understand this explanation and job description. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____

Print Name _____

Manager Signature _____ Date _____

Print Name _____