

Paraprofessionals

Full and Part Time/10 Month Contract

Employee:

Reports to: Individual School Principal

Job Summary:

Essential Duties and Responsibilities:

- Supervise children on playground.
- Assist in attending to the needs of the students, and monitoring activities and behaviors.
- In classroom, if applicable, take attendance, attend to classroom maintenance, check backpacks, make copies, laminate, etc.
- Teach classroom, bathroom and playground manners continually throughout the day.
- Provide positive role model. Have a patient and caring attitude in classroom.
- Design and create forms, lists, notes, letters, projects etc, on computer for classroom use.
- If applicable, supervision for cafeteria, breezeway, and playgrounds.
- Assist students for end of day (personal items, backpack, and homework).
- Assist teacher in preparation for the following day. Clean and straighten desks, put away supplies.
- Other duties as assigned by teacher/principal/administrator.