

POSITION NAME: Paraprofessional	SCHOOL: St. Gregory the Great Catholic School
REPORTS TO: Principal	CLASSIFICATION: Full Time
HOURS: Mon. – Fri. 8:00 – 3:30	

JOB SUMMARY:

The Paraprofessional provides support to the instructional program within assigned classrooms with specific responsibilities for assisting the General Education Teacher in the supervision, care and instruction of students with instructional needs either within our outside of the regular classroom in small groups or one-on-one; assisting in implementing plans for instruction.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Works with students, either in small groups or individually, who need additional instruction and/or enrichment opportunities
2. Adapts classroom activities, assignments and/or materials under the direction of the general education teacher and/or resource teacher for the purpose of supporting students in a variety of school environments to include content area subjects
3. Administers tests, homework, make-up work, etc. for the purpose of supporting general education teachers and/or the resource teacher
4. Communicates with general education teacher, resource teacher, other support staff and/or parents for the purpose of assisting in evaluating progress and/or implementing needed instructional supports.
5. Enforce school rules and policies and implement effective classroom and student behavior management skills
6. Fulfill school duties as assigned

JOB SCOPE:

This position engages in a variety of tasks, including duties that have pre-established standards and guidelines as developed by the Principal. The Paraprofessional must be able to complete tasks independently and with minimal direction once procedures have been established. In addition, the Paraprofessional works collaboratively with the Principal, General Education Teachers, Resource Teacher, and other support staff as needed. A high level of confidentiality is required in this position.

SPECIFIC JOB SKILLS:

Strong written and oral communication skills, interpersonal skills, time management skills, organization skills, and technology skills

Demonstrated skill and patience when working with children of all ages

EDUCATION AND/OR EXPERIENCE:

- Have a high school diploma or a GED certificate **and**
- Completed at least 48 hours at an institution of higher education **or**
- Obtain an associate's (of higher) degree

Virtus training through the Archdiocese of KCK is recommended but not required

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to move around the classroom and supervise students. This job also requires the employee to view a computer monitor for periods of time. Occasional lifting of 20 pounds or less.

WORKING ENVIRONMENT:

Work is performed mostly in a standard school setting. School is located in a multi-story building with limited access to an elevator as well as in the separate and adjacent parish hall. Work is generally performed during normal school business hours.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

None

OTHER INFORMATION:

This position is made possible through the ORION Educational Service Center using approved funding from the Emergency Assistance for Non-Public Schools (EANS) grant. The paraprofessional will be employed by ORION with all pay and benefits coming from ORION and will provide services to St. Gregory the Great Catholic School. Employee must complete the necessary new hire paperwork and training through ORION but will report to the school principal.