

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PARAEDUCATOR – INSTRUCTIONAL AND SOCIAL EMOTIONAL LEARNING
(ELEMENTARY GRADES PK-5) GRANT-FUNDED

POSITION: Paraeducator - Instructional and Social Emotional Learning (Elementary Grades PK-5) Grant-Funded
(ten-month assignment)

REPORTS TO: Site Administrator

LOCATION: George Washington Carver Elementary School

NATURE OF WORK: The paraeducator must be able to work collaboratively with the classroom teacher and at times, work independently to support the instructional and social emotional learning goals of the students and class.

ESSENTIAL FUNCTIONS:

Paraeducators are required to:

- Report to work regularly and on-time demonstrating reliable attendance;
- Escort students;
- Maintain a safe and orderly learning environment;
- Assist students with instructional activities and projects;
- Assist the classroom teacher with maintaining and organizing materials of instruction;
- Provide support and intervention services to individual identified students and/or small groups of students;
- Communicate with others (verbally or in writing); and
- Monitor progress and collect data specifically focusing on social emotional areas.

DUTIES AND RESPONSIBILITIES:

The paraeducator may be assigned by the building principal or the principal's designee to support any elementary grade level (Pre-Kindergarten through Grade 5), as needed. Grade level assignments may change throughout the school year. The paraeducator will work under the direction of the classroom teacher and the Social Emotional Learning Coach. As part of the duties, the paraeducator will:

- Meet regularly with the teacher at a designated time for planning and evaluating student's progress;
- Assist in developing learning activities with the teacher;
- Assist in guiding students in working and playing with others;
- Provide escort and assistance to students as necessary;
- Assist in the supervision of students on trips and other school related activities;
- Prepare, under the direction of the teacher, appropriate learning activities, stations, materials;
- Reinforce learning activities with appropriate audio visual aids and other materials;
- Assist teacher in maintaining neat work and study areas;
- Assist in activities planned for and with parents; and
- Attend, as necessary, workshops and in-service training sessions.
- Support social and emotional learning within the classroom, with individual identified students or small groups of students;
- Provide ongoing intervention services in the area of social and emotional learning and academic areas as needed;

- Monitor, implement, and provide feedback related to individual student plans and work with the school leadership team and the Social Emotional Learning Coach and to determine if adjustments to the plan should be considered;
- Work collaboratively with the Social Emotional Learning Coach and the counselor to plan, develop, and implement social emotional and academic best practices for identified students;
- Support social emotional or academic instruction to identified students for small group interventions or extension programs;
- Monitor student progress and assists teachers in the maintenance of data collection systems specifically focusing on social emotional areas;
- Other school-based responsibilities as assigned.

QUALIFICATIONS:

Instructional paraeducators assigned to Title I schools shall have:

- Completed at least two years of study at an institution of higher education or obtained an associate's or higher degree; or
- Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in readiness for these subjects. Paraeducators qualifying under this criterion must have a high school diploma or equivalent as a prerequisite.
- College training and experience working with children is desired.
- Proficiency with Spanish language is preferred.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

DATE: September 16, 2021