

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

PARAEDUCATOR – INSTRUCTIONAL (ELEMENTARY GRADES PK-5)

POSITION: Paraeducator - Instructional (Elementary Grades PK-5)

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

The paraeducator must be able to work collaboratively with the classroom teacher and at times, work independently to support the instructional goals of the students and class. Paraeducators are required to escort students, maintain a safe and orderly learning environment, assist students with instructional activities and projects, and assist the classroom teacher with maintaining and organizing materials of instruction.

DUTIES AND RESPONSIBILITIES:

The paraeducator may be assigned by the building principal 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. 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.

QUALIFICATIONS:

Instructional paraeducators assigned to Title I schools shall have:

- Completed at least two years of study at an institution of higher education;
- 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.

Instructional paraeducators assigned to schools not designated as Title I schools shall have:

- Graduated from a standard high school or possession of a state high school equivalence certificate.
- College training and experience working with children is desired.

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 5/7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP