

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

PARAEDUCATOR – IN-SCHOOL INTERVENTION CENTER MONITOR

POSITION: Paraeducator - In-School Intervention Center Monitor

REPORTS TO: Various Officials

LOCATION: Various Sites

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

- Orient students to the ISIC;
- Supervise the learning activities of the students assigned to the center;
- Participate in conferences upon request of the principal or designee;
- Maintain an accurate and organized file on all students assigned to the center;
- Coordinate students' academic assignments with the classroom teacher;
- Maintain an orderly and well-disciplined center;
- Provide the school administration and parents with appropriate evaluation data;
- Facilitate the re-entry of students when they return to their classrooms;
- Prepare periodic reports as well as assist with the end-of-year report as required by the principal; and
- Other duties as assigned by the principal or designee.

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.
- Possess skills in dealing consistently and fairly with elementary students who have been referred for disciplinary reasons.
- Ability to relate well to students, teachers, other professionals, and parents.
- Possess a working knowledge of instructional strategies, the learning process, and the developmental levels of students.
- Ability to communicate negative situations in a dignified and sensitive manner.
- Understand the importance of confidentiality in dealing with students and student records.

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.
- Possess skills in dealing consistently and fairly with elementary students who have been referred for disciplinary reasons.
- Ability to relate well to students, teachers, other professionals, and parents.
- Possess a working knowledge of instructional strategies, the learning process, and the developmental levels of students.

- Ability to communicate negative situations in a dignified and sensitive manner.
- Understand the importance of confidentiality in dealing with students and student records.
- 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