

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

VIRTUAL ACADEMY PARAEDUCATOR - INSTRUCTIONAL

POSITION: Virtual Academy Paraeducator – Instructional

REPORTS TO: Site Administrator

LOCATION: Virtual Academy

NATURE OF WORK:

The Instructional Paraeducator works under the direction of the building administrator, classroom teacher(s) and other school/central office resource staff to provide services and support to students. This position will require individuals to be on-site at the Virtual Academy building. The Virtual Academy Instructional Paraeducator will provide support to students in grades 3-12, in various content areas.

ESSENTIAL FUNCTIONS:

- Meet with the teacher on a regular basis to plan for and review instructional programs;
- Maintain a regular schedule of meeting with assigned students to ensure accountability and appropriate interventions as necessary;
- Document appropriate data regarding student progress and completion of tasks for sharing with teachers, administration, and parents, as necessary;
- Assist in developing learning activities with the teacher utilizing available resources;
- Assist in implementing learning activities and instructional interventions with students as directed by the teacher;
- Providing identified assistance to students as necessary;
- Collaborating with the teacher and other staff members;
- Maintain strict confidentiality of all student information; and
- Effectively problem solve, collaborate, and work semi-independently to support student programs.

DUTIES AND RESPONSIBILITIES:

The paraeducator may be assigned by the Academic Dean to support any grade level, as needed. 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 implementing the Individualized Virtual Learning Plan (IVLP)
- Assist in collecting assessment data as directed by the teacher;
- Implement instruction and instructional interventions with small groups or one-on-one with students;
- Prepare, under the direction of the teacher, appropriate learning activities, stations, materials;
- Reinforce learning activities with appropriate audiovisual aids and other materials;
- Assist in activities planned for and with parents;
- Attend, as necessary, workshops and in-service training sessions; and
- Additional responsibilities as assigned by the Academic Dean.

QUALIFICATIONS:

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

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for ten-month seven-hour employees – Range 5/7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP