

**JOB DESCRIPTION**

**Position:** Title I Paraprofessional  
**Status:** 9-month Classified  
**Reports to:** Federal Programs Director and Building Principal/Assistant Principal  
**Salary:** Classified Salary Schedule, Column A

**Desirable Qualifications:**

- High School Diploma or equivalent required
- Associates Degree or Equivalent or the ability to pass the Para Pro Exam for Highly Qualified
- Experience supervising youth consistent with the age group of the school
- Working knowledge of technology or has the willingness to learn technological skills

**Performance Responsibilities:**

General Responsibilities: The Title I Paraprofessional will provide support to student(s) under the direction of the supervising classroom teacher.

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

**Essential Functions**

- Assists in the implementation of 1:1 or small group instruction and supports including accommodations, modifications and organizational skills assistance
- Provide assistance to students with accessing the curriculum
- Use specialized strategies and techniques as directed by supervising teacher(s)
- Assists with study skills and strategies
- Assists in implementation of testing accommodations

- Communicate student-related concerns to the supervising teacher in a timely, professional manner
- Assist the classroom teacher in observing, recording and charting student academic goal progress
- Provide support in preparing classroom materials consistent with individual student needs, as directed by the classroom teacher
- Models and promotes appropriate communication, socialization and conversational skills
- Supports student’s behavioral issues including assisting with the implementation of behavior intervention plans and collecting data
- Fosters independent learning skills
- Collects student work samples as requested
- Participate in professional development activities and student meetings when requested to do so
- Takes safety precautions and reports any unsafe conditions.
- Promptly submits accurate accident reports.
- Performs all other duties as assigned.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

I have read and understand the above job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.**