SOUTH DEARBORN COMMUNITY SCHOOL CORPORATION

PARAPROFESSIONAL – CORPORATION

TITLE: Paraprofessional – Corporation

QUALIFICATIONS:
1. High school diploma or equivalent; associate's degree or higher preferred.
2. Experience working with children, particularly in an educational setting preferred.
3. Knowledge of basic instructional strategies and child development principles.
4. Strong interpersonal and communication skills.
5. Patience, empathy, and a genuine interest in supporting students with diverse learning needs.
5. Ability to work collaboratively with teachers and students.

REPORTS TO: Classroom Teacher/Principal

JOB GOAL: To support the classroom teacher in delivering quality educational experiences and help meet the diverse academic, social and emotional needs of students.

PERFORMANCE RESPONSIBILITIES:

1. Assists the teacher in delivering instructional activities to students in both individual and group settings.
2. Collaborates with the teacher to implement instructional strategies and materials tailored to students' needs.
3. Helps maintain a productive classroom environment by managing behavior and facilitating student engagement.
4. Assists in the assessment and monitoring of student progress, collecting data to help inform instructional decisions.
5. Maintains confidentiality of student information and adheres to school policies and procedures.
6. Assists with grading assignments, preparing bulletin boards, and maintaining classroom organization and documentation.
7. Supervises students during classroom activities, recess, lunch and other school functions as assigned.
8. Participates in training (in-services) provided by school.
9. Other duties as assigned.