



Espirito Santo Parochial School

143 Everett Street, Fall River, MA 02723 Rev. Maurice O. Gauvin, Pastor
Tel: (508) 672-2229 Fax: (508) 672-7724 Mr. Andrew J. Raposo, Principal
www.espiritosantoschool.org www.facebook.com/EspiritoSantoSchool

TITLE: Paraprofessional

REPORTS TO: Principal

NATURE OF WORK

To provide a well-organized, smoothly functioning school environment in which students can take full advantage of the instructional program and available resource materials. Paraprofessional may be assigned to work in classrooms, office, media center or other areas.

ESSENTIAL FUNCTIONS

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by the teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
9. Performs clerical duties assigned by the principal or other staff members.
10. Obtains, gathers and organizes pertinent data, as needed, and puts it in usable form.
11. Keeps bulletin board and other classroom learning displays up to date
12. Assists with such large group activities as drill work, reading and storytelling.
13. Monitoring students during lunch and recess times, as assigned by the principal.
14. Other duties as assigned by the principal.

QUALIFICATIONS

High school diploma and college credits in the field of education. Previous experience is desired.

PHYSICAL ABILITIES

The following convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the job functions and duties, including but not limited to standing, sitting, squatting, stooping, reaching and lifting.

Candidates should submit a letter of interest and resume to:

Andrew J. Raposo, Principal, via E-mail ARaposo@es.dfrcs.org or FAX 508-672-7724.

If contacted for an interview, candidates will also be asked to submit letters of reference, and—if offered a position—candidates will need to supply a Pastor's or Priest's certification of an active and appropriate faith life and successfully complete a Criminal Background Check including fingerprinting.

References should speak to the candidate's ability to be a dynamic educator with leadership potential; he/her eagerness and enthusiasm in working effectively with capable young people at this level; and to his or her ability to work collaboratively with adult colleagues.