



<u>Title:</u>	Paraprofessional
<u>Reports to:</u>	Principal
<u>Nature of Work:</u>	To provide a well-organized, smoothly functioning school environment in which students can take full advantage of the instructional program and available resource materials. Paraprofessionals may be assigned to work in classrooms, offices, or other areas of the school.

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 or 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 large group activities such as drill work, reading and storytelling.
13. Monitors 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 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:
Sharon Sampson, Administrative Assistant, via email ssampson@catholiccsa.org.

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 certification of an active and appropriate faith life and complete all Office of Safe Environments background check requirements and training, including fingerprinting.

References should speak to the candidate's ability to be a dynamic educator with leadership potential; his/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.