

TITLE: Secondary Paraprofessional – Title I

QUALIFICATIONS:

1. Highly qualified paraprofessional certification
2. Teaching certificate preferred
2. Aptitude for the work to be performed
3. Previous experience in working with at-risk students
4. Such alternatives to the above qualifications as the Board find appropriate and acceptable

REPORTS TO / EVALUATED BY: Administration / Title 1 staff / General Education Teacher(s)

START DATE: Immediate

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Serves as the chief source of information and help to any guest teacher assigned in the absence of the regular certified staff.
4. Performs classroom maintenance, and instructional duties as assigned by the certified staff.
5. Alerts the certified staff to any problem or special information about an individual student.
6. Performs assigned supervision of students
7. When requested, serves as a resource person to the General Education Intervention Team and or Title 1.
8. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
9. Participates in in-service training programs as approved.
10. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
11. Performs other such duties / assignments as directed by the certified staff.
12. Assists as directed by certified staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the Title 1

TERMS OF EMPLOYMENT:

- \$12.07/HR.
- Grant funded position

Application procedure: Employment application obtained at www.hwschools.org under Human Resources → Job Postings

Please address applications to:

Thomas Parker, Principal
Harper Woods Secondary School
School District of the City of Harper Woods
20225 Beaconsfield, Harper Woods, Michigan 48225-1395
313-839-4360 (Fax)