



Job Title: Paraprofessional

Location: Midland Innovation + Technology Charter School

7 South 12th Street - Post Office Box 427 - Midland Pennsylvania 15059

Reports To: Principal

Job Type: Non-Exempt

Job Summary: Provide assistance to instructional programs by assisting the teacher in achieving educational objectives working with individual students or small groups to help them achieve the skill levels of the class as a whole. Assist the teacher in providing a well-organized, smoothly functioning class environment

General Duties:

- Maintain confidentiality at all times; maintain good attendance and flexibility while working cooperatively with supervisors and other employees.
- Maintain polite and courteous attitude when interacting with students, teachers, administrators, parents, and visitors to the School District.
- Assist students with their day-to-day needs in order to be prepared for the classroom and the school day, i.e., bus boarding, hygiene, and toileting.
- Maintain records and logs as the program requires.
- Perform reinforcement instructional services as delegated by the teacher including reinforcing activities in the visual, auditory, motor, and cognitive areas, i.e., drilling on skills, classroom assignments, and activities.
- Prepare instructional materials and equipment as directed by the teacher.
- Supervise students and manage student behavior using basic management techniques throughout entire school day.
- Accompany and assist students in various settings including homeroom, restroom, special education classes, cafeteria, recess, non-academic classes, fieldtrips and to special functions.
- Monitor the student's progress during regular classroom activities.
- Assist the teacher with reporting of data in tracking of student progress on IEP goals/objectives and/or Individual Student Positive Behavior Support Plan.

- Participate in parent-teacher conferences and Individualized Education Plan meetings when requested.
- May be asked to perform other job-related responsibilities as designated by the special education teacher, regular education teacher, building principal, and/or other teachers
- Work collaboratively with the support personnel (Occupational Therapy, Speech and Language Teacher, Physical Therapy) to assure that the child’s IEP and Positive Behavior
- Support Plan goals are addressed.
- Assist students throughout the building as needed.
- Adhere to and maintain knowledge of all school policies and procedures.
- Other duties as directed by the principal.

Eligibility:

Required

- High School Diploma
- Child Abuse Clearance (Current within the last year)
- Criminal History Clearance (Current within the last year)
- FBI Fingerprint Clearance (Current within the last year)
- Act 168 Clearance
- Excellent written and verbal communication skills
- High degree of accuracy, responsibility, and confidentiality
- Self-Motivated
- Have experience working with the proposed age groups and content area
- Ability to be flexible given the demands of the day and job

Preferred

- Experience with special needs
- Experience with PA school code, policies, and procedures

Physical Requirements: (Consistent with applicable law, reasonable accommodation may be made to enable a qualified person with a disability to perform the essential job duties.)

- There is frequent need to stand, walk, carry items, climb stairs, balance, kneel, occasionally lift objects to 25 pounds during the workday
- In person attendance within the Midland Innovation +Technology Charter School and at its events

Responsibilities and time allocation may change over time to meet the needs of Midland Innovation + Technology Charter School and can include other duties as assigned.

I have read and understand the Paraprofessional position description.

Signature of Employee: _____

Date: _____

Print Name: _____