

**WINOOSKI SCHOOL DISTRICT
WINOOSKI, VT 05404**

JOB DESCRIPTION

TITLE: Paraeducator-Instructional Assistant (Title I and Special Education).
QUALIFICATIONS: Must meet NCLBA criteria.
REPORTS TO: Immediate supervisor as assigned.
JOB GOALS: To assist in establishing an instructional environment which fosters student success.
WORK YEAR/DAY: 181 days, 7 hours per day

PERFORMANCE RESPONSIBILITIES:

1. Assist students as directed by classroom or collaborating teacher.
2. Assist the teacher in devising special strategies for reinforcing learning of skills based on understanding of students, their needs, abilities and interests.
3. Assist the teacher in organizing the physical environment of the room.
4. Help to organize instructional materials as directed by the teacher.
5. Guide students' independent study as directed by the teacher.
6. Report any pertinent information or insights gained about students or curriculum to the classroom and collaborating teachers.
7. Enforce classroom and school procedures, academic and behavioral, established by the teachers and administration.
8. Serve as a source of information and to help any substitute teacher assigned in the absence of the regular teacher.
9. Participate in assigned in-service training.
10. Provide a nurturing environment for all students through praise and encouragement.
11. Help with testing and record keeping as assigned by the classroom or collaborating teacher.
12. Check notebooks, folders, correct papers and assist with the preparation of lessons as assigned by the classroom or collaborating teacher. This includes visual aids, bulletin boards, photo copying, etc.
13. Adhere to strict confidentiality.
14. Attend assigned meetings.
15. All other duties as assigned by classroom or collaborating teacher, or school principal.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPROVED BY BOARD OF SCHOOL TRUSTEES 1/8/91.
REVISED 12/15/04