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**Description:** The Wellington-Napoleon R-IX School District is seeking a dynamic, student centered, preschool paraprofessional for the 2024-25 school year to serve in the Preschool classroom. This position will begin on August 13, 2024.

**Summary:** Assists in instructional support in the preschool classroom, serving students ages 3-5. Work with teaching staff and students to meet the diverse needs of learners.

## **JOB DESCRIPTION**

**POSITION:** Paraprofessional

**QUALIFICATIONS:** The Paraprofessional shall have a high school diploma, the skills and ability to work with students in a group or in a one-on-one situation, and any other requirements as may be deemed necessary for this position by the Board of Education.

**REPORTS TO:** Preschool teacher to whom he or she is assigned; Elementary Principal

### **PERFORMANCE RESPONSIBILITIES:**

- Paraprofessionals may assist with instruction by:
  - Working with small groups of students in activities directed by the teacher or therapist.
  - Working with individual students with specific needs.
  - Assisting students in guided practice or with seatwork activities.
  - Working cooperatively with the special and regular classroom teacher in either large or small group instruction.
- Paraprofessionals may perform tasks as assigned by the teacher or therapist such as:
  - Run papers
  - Make instructional materials
  - Take down/put up bulletin boards
  - Check and record seatwork
  - File papers
  - Check and record student work
  - Take attendance
  - Keep records
- Paraprofessionals may assist with supervision of students by:

- Supervising class make-up activities.
- Supervising students during passing time.
- Supervising students during lunch time.
- Supervising students while they are transported to and from school.
- Supervising students when they go about the school.
- Supervising students as they travel between schools or on field trips.
- Paraprofessionals will receive inservice training.
  - Attend 10 hours of training for returning paraprofessionals and 15 hours for new paraprofessionals.
  - Attend paraprofessional conferences (LASE and State Sponsored).
  - Attend inservice for general staff and faculty.
  - Attend meetings called by the Director of Special Services or Building Principals.
  - Attend student staffings when requested.
  - Serve on committees

TERMS OF EMPLOYMENT:

Contract length and length of work day will be determined by the Board. Salary will be determined by the Board in accordance with the current salary schedule for support staff adopted by the Board for the school year. Benefits and vacation will be determined by the Board.

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Staff.