



## East Lyme Public Schools Job Description

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Position Title:	Paraprofessional - Teaching Assistant / In-School Suspension Monitor	
Department:	Paraprofessional	
Reports to:	Principal or Designee	
Prepared by:		Date:
Approved by:	Superintendent	Date: 2016

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**Essential Duties and Responsibilities:** *Other duties may be assigned*

The Teaching Assistant / In-School Suspension Monitor shall:

- Instruct, tutor students individually or in small groups under the direction and supervision of a certified teacher.
- Implement lessons, provides instruction, collaborate with the classroom teacher.
- Implement lesson plans independently or in collaboration with the certified teacher.
- Maintain a high level of ethical behavior and confidentiality of information about students/staff.
- Possess the ability to work independently as well as a member of a team.
- Develop and present learning materials and instructional exercises.
- Maintain discipline in the ISS setting.
- Become familiar with the learning characteristics of students with whom they work.
- Establish a supportive relationship with the student(s) while maintaining the role as an authority figure.
- Remain student focused, maintaining a caring, safe, developmentally appropriate environment.
- Establish a positive, appropriate rapport with students as socially and age appropriate.
- Alert the teacher or administration to any problem or special information about individual students.

When there are no students assigned to ISS, the In-School Suspension Monitor assists by performing other duties including:

- Assisting in the classroom when needed.
- Manage bus dismissal at the end of the school day.
- Facilitate lunches and ensure orderly transitions to, during, and from lunch.
- Evaluate instruction and learner outcomes.
- Carry out IEP goals and objectives.
- Become familiar with the learning characteristics of students with whom they work.
- Establish as fully as possible a supportive relationship with the student(s) while maintaining the role as an authority figure.
- Remain student focused, maintaining a caring, safe, developmentally appropriate environment.

- Establish a positive, appropriate rapport with students as socially and age appropriate.
- Alert the teacher to any problem or special information about individual students.
- Be punctual and consistent in meeting daily time schedules throughout the school year.
- Work effectively and cooperatively with other staff members.
- Lift/restrain student when necessary.

**Supervisory Responsibilities:**

Supervises students as determined by the principal or his/her designee.

**Qualification Requirements:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

Minimum Requirement: Bachelor's degree.

**Language Skills:**

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to student, parents and/or staff. Ability to read and interpret special education documents. In collaboration with the certified teacher, may develop, write and implement lesson plans.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic arithmetical calculations.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to operate photocopying and fax machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle, as to operate office equipment; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

The employee is willing to be “Restraint Trained” and to use restraint as directed by the supervising teacher.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*