



East Lyme Public Schools Job Description

Position Title:	Paraprofessional - Teaching Assistant	
Department:	Paraprofessional	
Reports to:	Assigned Certified Teacher	
Prepared by:	Student Services	Date: 8/2018
Approved by:	Superintendent	Date: 8/2018

Summary: Instructs/tutors students individually or in small groups under the direction and supervision of a certified teacher. Plans lessons, provides instruction, plans individual instruction per the student's instructional plan in collaboration with the classroom teacher. Implements lesson plans independently or in collaboration with the certified teacher.

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

The Teaching Assistant shall:

- 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.
- Use assessment data to prepare instructional planning.
- Maintain discipline in the absence of the teacher.
- Provide information required for IEP meetings.
- 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 certified teacher, 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 often loud but at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being, and work output of students. *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.*