

# **Almont Community Schools**

## **Job Description ParaEducator**

### **Qualifications:**

- Two year college degree (minimum)
- Demonstrates proficiency in writing and verbal communication skills
- Demonstrates proficiency in math skills through 3rd grade
- Experience in working with and instructing students
- Ability to work cooperatively with a classroom teacher

### **Reports To:**

School Administrator

### **Job Goals:**

Provide small group and one-on-one support for students under the guidance of teachers and school literacy coach. Paraeducators work specifically with at-risk students helping them perform at grade level.

### **Responsibilities:**

- Work with at-risk and Title I students
- Participate in daily and long-range lesson and classroom activity planning
- Conduct learning exercises as assigned by the classroom teacher for small groups of children
- Maintain individual student progress records according to established procedures
- Maintain same level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
- Participate in in-service training programs as assigned
- Help/Conduct testing as necessary (DRA, IDI, DIBELS, etc.)

### **Term of Employment:**

Part-time position

Hours to be established on a yearly basis based on need

Salary per yearly contract

Updated: 2/24/25