

TRUMBULL PUBLIC SCHOOLS
Trumbull, Connecticut

INSTRUCTIONAL PARAPROFESSIONAL

Accountability:

A paraprofessional is directly responsible to the building principal, the special education department chairman and/or the classroom teacher.

General Job Description:

An instructional paraprofessional assists teachers with the delivery of specific instructional/behavioral tasks, activities, or assessments with individual or small groups of students.

Specific Responsibilities:

- Assist in arrival and departure routines i.e. meeting students at the bus.
- Assists students with transitioning from class to class or activity to activity.
- Assists students with organization of materials and assignments.
- Assists students at lunch, recess or in the hallways.
- Assists classroom or resource teachers with preparing or generating student materials.
- Provides direct curriculum instruction from teacher prepared materials.
- Provides curricula assistance within the general education setting and/or the special education resource setting.
- Tracks or monitors student progress in academic and/or behavioral areas using teacher prepared data sheets.
- Shares academic/behavioral information about students with classroom and resource teachers.
- Maintains professional confidentiality when working with individual or small groups of students.
- Demonstrates a high level of commitment to supporting the educational and behavioral needs of students in his/her charge.
- Attends district paraprofessional workshops.
- Performs other duties as requested by the building principal, department chairman or classroom teacher.

Qualifications:

Minimum of a high school degree or some college credit for substitute paraprofessional positions.

Sixty credits of post-secondary work or successful completion of the Para Pro Test for permanent hires.