

Monongalia County Schools

JOB DESCRIPTION

TITLE: ECCAT III/Paraprofessional

DEFINITION:

“ECCAT III” - personnel who have completed the permanent authorization requirements, as well as additional requirements comparable to the current paraprofessional certificate. Under West Virginia Code § 18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).

“Paraprofessional” - personnel certified pursuant to the provisions of West Virginia Code § 18A-3-2a who are employed to perform duties in a support capacity including but not limited to facilitating in the instruction and direct and indirect supervision of students under the direction of a principal, a teacher, or another designated professional educator.

QUALIFICATIONS:

1. High school diploma or equivalency;
2. Possess a Paraprofessional certificate issued by the West Virginia Department of Education;
3. Possess a permanent ECCAT (ECCAT III) certificate issued by the West Virginia Department of Education;
4. Be able to communicate with adults, follow instructions, accept supervision, and be compatible to working with children;
5. Current CPR training;
6. Capable of lifting and maneuvering wheelchairs up/down ramps and on/off lifts;
7. Pass the approved West Virginia Service Personnel Competency Test for Aide;
8. Training and experience that would lead to successful employment;
9. Supervisory skills that would allow one to act as a supervisory aide; and
10. Meet health requirements as set forth by West Virginia State Code and local policy.

REPORTS TO: Building Administrator

JOB GOAL: To support in the instructional process and management of the classroom environment.

CONTRACT TERM: 200 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

1. Participate in daily and long-range classroom activity planning.
2. Conduct learning exercises with small groups of students.

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3. Guide children in working and playing harmoniously with other children.
4. Alert the teacher to special needs of individual children.
5. Provide escort assistance to children as necessary.
6. Help maintain individual records for each child.
7. Follow all protocols to develop a culture of learning as defined by Monongalia County Schools.
8. Assist teacher in maintaining tidy work and study areas.
9. Assist with the supervision of children.
10. Collect and display suitable materials for educational displays.
11. Read to students, listen to students read, and participate in other forms of oral communication with students.
12. Assist with maintaining a structured learning environment through appropriate organization of time, space arrangements, and material organization.
13. Implement established rules, instructions, preventive discipline, and other environmental stimuli to bring about significant changes in student functioning.
14. Utilize curriculum materials as directed.
15. Follow lesson plans developed for instructional, social, academic, and emotional skills and objectives.
16. Participate in staff development training for the purpose of enhancing skills.
17. Maintain positive public and employee relations.
18. Teach and re-teach academic skills under the direction of the classroom teacher.
19. Work with and assist children designated to be special needs or special education.
20. Perform or assist children to perform those functions that they are incapable of doing, i.e. feeding, toileting, dressing, etc.
21. Assist children who need help at the school entrance in the morning/evening, take children to the classroom/entrance/bus and help those children prepare for school.
22. Perform care procedures for students with disabilities.
23. Maintain a high level of ethical behavior and confidentiality of information about students.
24. Provide a variety of behavior management techniques in a crisis situation.
25. Other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.
5. Attend state and local meetings concerning instruction.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific

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vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and a variance of cold and heat.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.