

PARAPROFESSIONAL

10 months

DISTINGUISHING FEATURES OF THE CLASS: This is an important position in which the incumbent performs a variety of tasks with the objective of assisting the educational programs which benefit Rochester City School District students, Grades Pre-K-12 . Responsibilities may include supervision of students. Reports to School Principal or his/her designated administrator. Does related work as required.

ESSENTIAL FUNCTIONS:

May:

- Assist with supervision of students during study hall periods;
- Supervise students for brief periods to provide teachers with unassigned times;
- Assist with supervision of students in school corridors;
- Act as liaison between school, home and community agencies;

Assist classroom teachers in the following tasks which may include, but are not limited to:

- proctoring/administration of tests;
- supervision of students on playgrounds;
- behavior management;
- preparation of instructional support materials;
- reading stories;
- collecting and arranging resources for teaching;
- assisting students in performing activities initiated by the teacher;
- assisting students who missed instruction due to absence;
- listening to oral readings by students;
- conducting small group activities;
- correcting homework and workbooks;
- assisting students with writing assignments;
- preparation of instructional support materials;
- providing small group or individual assistance with remediation and/or acceleration activities;
- assist in arrival and dismissal of students in or outside of the school building.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of a school environment; ability to follow oral and written instructions; ability to provide instructions that students can comprehend; ability to work well with students, school personnel and public; ability to maintain records; patience; dependability; good judgment; tact; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A high school education diploma or GED and preferably one year's experience with children.

NOTE: Additional experience can be substituted for the educational requirement on a year-to-year basis.