

## Felton Laboratory Charter School

### Paraprofessional Interventionist for 2022 – 2023 School Year

#### Reports to the Principal

#### Job Description

The job of Paraprofessional was established for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; monitoring students; and providing clerical support to teacher. This job reports to Teacher/Principal

#### Essential Functions

Assists other personnel for the purpose of contributing to the efficiency and effectiveness of the school and classroom.

Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, facilitating activities, motor perception programs, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.

Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Implements instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.

Maintains classroom equipment, work area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.

Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, cafeteria, library, field trips, in house suspension/recovery room, etc.) for the purpose of providing a safe and positive learning environment.

Performs record keeping and clerical functions (e.g. copying, correcting papers, attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.

#### Job Requirements: Minimum Qualifications

Minimum of 2 year college degree in any area, or 60 hours of college work required.

Send resume to [fwhitfield@myflcs.org](mailto:fwhitfield@myflcs.org)