

**Lake George Charter School
JOB DESCRIPTION**

Title: PARAPROFESSIONAL

Definition:

Under general supervision of the intervention and SPED teachers and/or the building principal, to assist in facilitating an effective, flexible program and an environment favorable to learning and personal growth in accordance with each student's ability; to perform a variety of clerical and supportive tasks for instructional personnel; and to perform related work as required.

Essential Duties and Responsibilities:

- Assists other instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students individually or in small groups to reinforce and follow-up learning activity.
- Oversees and supervises students during classroom activities, in the library, on field trips, and at lunch and recess.
- Assists in the development of a variety of instructional materials.
- Performs a variety of regular clerical duties, such as filing, typing, or duplicating materials.
- Operates a variety of instructional media, office machines, and equipment.
- Maintains effective student/classroom management required to achieve a quality educational environment.
- Participates in faculty committees and the sponsorship of student activities.
- Maintains a commitment to ongoing growth in self; supports and participates in professional growth programs.
- Demonstrates a positive attitude toward the job and remains a flexible and innovative team member.
- Maintains a cooperative working relationship.
- Attends general ed. Classes to support special education students *
- Attends special education meetings (i.e. IEP, Triannual, Reviews) *
- Performs such other duties as may be required or directed.

*Special education paraprofessional

Experience:

- Equivalent to completion of the twelfth grade.
- Some paid or volunteer experience working with children in any educational or child care setting is desired.
- Any combination of training and experience that would likely provide the required level of knowledge and skills.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment:

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.