

# **SAGE INTERNATIONAL NETWORK OF SCHOOLS**

## **TITLE: TITLE I PARAPROFESSIONAL**

### **JOB SUMMARY**

This position will work with classroom teachers and the literacy interventionist to provide tiered reading instructional support to students that are below grade level as determined by state and local assessments.

### **PRIMARY RESPONSIBILITY TO**

Title I Specialist

### **QUALIFICATIONS**

1. At least 2 years of college or successful completion of the paraprofessional Praxis
2. Skills to organize and manage multiple tasks
3. Knowledge of the reading process and how to teach it
4. Effective oral and written communication skills
5. Ability to develop creative solutions
6. Ability to follow directions
7. Computer skills including word processing, email, internet, etc.
8. Patience and flexibility

### **MAJOR DUTIES AND RESPONSIBILITIES (Job Functions)**

1. Provide reading instruction individually or in small groups by implementing lessons or instructional activities designed in collaboration with the classroom teacher or literacy interventionist to meet the students' academic needs.
2. Provide a positive and nurturing guide for students and attend to their physical, personal, academic, and emotional needs.
3. Administer tests to assess student achievement.
4. Assist parents in understanding school assignments and procedures and encourage their involvement in school activities.
5. Performing clerical duties, such as tracking student attendance, typing, filing, photocopying, and grading tests and classwork
6. Perform other duties as assigned.
7. Regular attendance is an essential function of the job

## EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

## TERMS OF EMPLOYMENT

Employment for this position is considered at will in accordance with board policy for classified employees. Rate of pay depending on experience.

The above job description is not intended to outline every detail of the employee's position. It will serve to give a general impression of the duties related to the job.

## NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance