



**REGIS CATHOLIC SCHOOLS
JOB DESCRIPTION**

ELEMENTARY PARAPROFESSIONAL AIDE

REPORTS TO: Building Principal and/or Assigned Teacher(s)

QUALIFICATIONS:

- High School degree or equivalent or Associate's degree
- Ability to maintain confidentiality and knowledge of the educational process
- Proven history working with children of all ability levels with at least two (2) years previous experience as a paraprofessional, teaching assistant, or related position
- Ability to multitask, prioritize, follow directions & manage time effectively
- Effective oral, written, and visual communication skills with adults & children
- Patience, initiative and ability to model Catholic values

PHYSICAL REQUIREMENTS:

- Must be able to sit on floor to interact with children
- Must be able to bend and lift at least 20 lbs
- Must be able to climb at least two flights of stairs

JOB RESPONSIBILITIES:

To assist in the learning process of our students by mentoring small groups, reviewing material one-on-one with students and supervising their academic work.

Primary Teaching and Learning Duties

- Assist in the educational and social development of students under the direction and guidance of the classroom teachers.
- Provide instructional assistance to teachers for students within a wide range of abilities and group size.
- Assist in the implementation and compliance of ISPs for students and monitor their progress.
- Work with other professionals to provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Support students with emotional or behavioral concerns and assist them in developing appropriate social skills.
- Monitor the administration of student discipline following guidelines established by the Building Administrator, Principal, teacher, and RCS Handbook.
- Demonstrate a cooperative manner, a willingness to work where needed, and provide assistance until assigned jobs are completed.
- Contribute to positive interpersonal and interdepartmental communication.
- Demonstrate support of fellow employees and administration through actions and comments.
- Attend meetings, workshops, conventions and training sessions when needed.

Administrative & General Duties

- Prepare instructional materials (laminare, copy, cut, prepare games, flashcards, etc.).
- Prepare, organize, and supply materials for students (home packets, incentives, etc.).
- Help supervise students during non-instructional time outside and inside of the building.
- Assist with special events.
- Perform other duties as specified by supervising teacher or administrator.

Employee Signature

Date

Principal Signature

Date