



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

PARAPROFESSIONAL ASSISTANT/AIDE Regis Middle/High School

REPORTS TO: Director of Pupil Services, Assigned Teacher(s), and/or Building Principal

SCHEDULE: Monday – Thursday 10:00 – 3:30; Friday 10:00 – 3:00

QUALIFICATIONS:

- Graduation from High School with special training in education
- A love for and the ability and willingness to work with children of different cultures and ability levels
- Knowledge of the educational process and classroom experience
- Emotional stability, sense of humor, patience, and initiative
- Ability to work with adults and to model Catholic values
- Ability to maintain confidentiality
- Organizational skills, the ability to follow directions and effective communication skills

JOB RESPONSIBILITIES:

To assist in the learning process in assigned areas of study, to perform a variety of clerical and supportive tasks for instructional personnel and perform related work as required.

Teaching and Learning

- Assist in the educational and social development of students under the direction and guidance of the facilitator and/or 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 student 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.

Administrative & General Duties

- 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.
- Prepare instructional materials (laminates, 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/Administrator Signature

Date