

	Huron School District #2-2	Code: GDA-26
	Policies and Regulations	Support Staff Positions

Support Staff Positions

QUALIFICATIONS (Section 1119 of Title I; Source: SD DOE Title I Paraprofessional Non-Regulatory Guidance)

1. High school diploma AND
2. Completed two years of study at an institution of higher education (total of 48 credit hours)
OR
3. Obtained an associate's (or higher) degree OR
4. Successfully completed the state-wide assessment to certify the individual as "highly qualified".
5. Demonstrate aptitude for the work to be performed.

REPORTS TO

Building principal, and/or Special Services Director, and/or Title I Coordinator, and/or ESL Director.

JOB GOAL

To tutor the Title I child in a supplemental manner on a regular basis so that he/she may experience better success in the reading, math, or language arts areas in the classroom.

PERFORMANCE RESPONSIBILITIES (may include but not limited to)

1. Administers, scores, and records such achievement and diagnostic tests as recommended for individual students and under the direction of the classroom teacher.
2. Works on individual students or small groups of students to reinforce learning of materials or skills initially introduced in the classroom. School-wide program para-educators will be expected to work within the classroom as well.
3. Guides independent study and remedial work.
4. Reads to students, listens to students read, and participates in other forms of oral communication with students.
5. Communicates with classroom teachers regarding any problem or special information about an individual student.
6. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
7. Participates in in-service training programs, as assigned through appropriate administrative channels.
8. Assists with the supervision of students.
9. Helps organize and maintain equipment and technology used in the classroom for instructional purposes.
10. Determines and expects appropriate behavior as dictated by discipline plan.
11. Provides teacher coverage as needed, determined by the building principal.
12. Performs other duties as may be assigned by administration.