



Para-Educator Job Description

Reports To: Principal **Length of Assignment:** 12 months

Mission:

The **mission** of Nelson Mandela Elementary is to provide quality instruction that demonstrates ALL scholars can learn and develop academically, emotionally, socially and physically. Nelson Mandela Elementary is committed to maximizing the educational success of all scholars and bridging learning and achievement gaps.

Primary Purpose:

To provide support to the classroom teacher with scholars through instructional support and assistance as well as supervise scholars in the lunchroom, playground, specials, or other designated locations to ensure a positive, safe environment.

Duties may include teaching Spalding, instructing small groups of scholars engaged in activities, working with individual scholars one-on-one, leading classroom transition activities, and directing movement of groups to and from classrooms, playground, and lunchroom in a safe and organized manner.

Responsibilities:

1. Work with scholars individually or in small groups in and out of regular classrooms under the supervision of the classroom teacher.
2. Reinforce the instructional plan laid out by the classroom teacher.
3. Provide instructional assistance and motivate scholars in all subject areas.
4. Plan and teach Spalding after extensive training.
5. Assist teachers with classroom activities. Lead small group sessions.
6. Manage scholar behavior in small groups in order to create a safe, positive learning environment.
7. Monitor and report progress of individual scholars to teachers.
8. Supervise scholars on the playground, at recess, at specials, and in the lunchroom.

Qualifications:

- High School Diploma or equivalent. College graduates preferred.
- Aptitude for the work to be performed.
- Interest in children and education.
- Demonstrate ethical behavior and confidentiality of information about scholars in the school environment and community.
- A clear and demonstrated commitment to the school mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Advance the school's mission and values through careful attention to the key issues of learning, environment, and resources.