

**Rolling Hills Public Charter School**

**JOB DESCRIPTION**

**5205P6**

**Title:** **Teachers' Aid/Paraeducator**

**Qualifications:** High School Diploma and have:  
1) completed two (2) years of college or thirty-two (32) hours of academic credit.  
2) obtained at least an academic associate's degree or higher  
3) demonstrated knowledge of, and ability to assist in instructing reading readiness, writing, reading, and mathematics readiness by successfully passing the ParaPro assessment or a similar formal state or local academic assessment test.

**Responsible to:** Supervising Teacher and Administrator/Principal

**Performance Tasks:** The Teacher's Aid/Paraeducator shall:  
A. Work with the classroom teacher to develop specific programs to help with the instruction of below-grade level students.  
B. Work individually and with small groups of students in an instructional capacity in language arts, reading, math, and behavior.  
C. Carry out instructional programs designed by the teacher.  
D. Participate in parent conferences when appropriate.  
E. Maintain necessary records to comply with regulations and evaluate students' progress.  
F. Work with the teacher to develop classroom schedules.  
G. Supervise children in hallway, café, and playground in accordance with Harbor Method philosophy.  
H. Assist in handling crisis problems and behavior management.  
I. Perform such other duties as may be assigned.

**Terms of Employment:** The employment period and salary shall be determined by the Board . Employment in this position shall be "at will" and may be discontinued at the discretion of the Board at any time, or without any cause.

**Evaluation:** Performance of this position will be evaluated at least once a year by the Principal in cooperation with the supervising teacher

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