

Job Title: Paraprofessional Montessori

Wage/Hour Status: Hourly

Reports to: Montessori Teacher and Principal

Pay Grade: 902

Dept./School: Assigned Campus

Date Revised: June 28, 2023

Primary Purpose

Work under the supervision of and assist the teacher in the preparation and management of classroom activities and administrative requirements.

Qualifications

Education/Certification

High School Diploma/GED or higher Education from an accredited institution of higher education AND Minimum of 48 credit hours from an accredited institution of higher education OR Passing score on the ParaPro Assessment

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to work with children and adults
- Ability to follow verbal and written instructions
- Good organization, communication, and interpersonal skills
- Knowledge of the Montessori philosophy preferred

Experience

Experience working with students and parents
Experience with Montessori preferred

Major Responsibilities and Duties

1. Assist in establishing and maintaining the Montessori philosophy, model grace and courtesy, and encourage student independence.
2. Assist the teacher with the instruction and concept development of children in their first language.
3. Provide individual and group follow-up reinforcement activities as instructed by the teacher.
4. Model appropriate and correct oral language.
5. Observe behaviors, engage students within the classroom and guide children during individual work and small group activities.
6. Assist and maintain a safe, comfortable, and joyful Montessori learning environment.
7. Assist with new student orientation to the school and classroom.
8. Assist the teacher to prepare learning materials, bulletin boards and practical life activities.
9. Assist teacher in monitoring students' behavior.
10. Assist substitute teachers.
11. Assist in supervising arrival, departure, mealtimes, outdoor learning, and playground activities.
12. Support implementation of students' Individual Education Plan (IEP).
13. Operate audio-visual equipment.
14. Assist teacher in maintenance of cleanliness and orderliness of classroom.
15. Keep information confidential.
16. Be professional and positive in all dealings with students and parents.
17. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Instructional aids, audio-visual equipment, copier, computer, and student device (iPad).

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. May be required to lift 20 pounds or more.

Terms of Employment

184 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ *Date:* _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ *Date:* _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.