

## **Hobbs Municipal Schools Job Description**

**Position:** 21st Century Community Learning Centers Program Paraprofessional

**Supervisor:** 21st CCLC Site Coordinator

**General Job Description:** Under the general direction of the 21st CCLC Site Coordinator; works with students in the instructional setting to assist with the delivery of the curriculum and to facilitate the learning process.

### **Qualifications:**

1. High school diploma or GED. Additional education and/or training desirable.
2. Possess or qualify for a New Mexico Level III Educational Assistant License.
3. Ability to respect confidential matters; follow directions (oral and written); work positively and cooperatively with students, staff and parents; use current technology for instructional management needs; to write and speak clearly and accurately.
4. Must be able to pass employment verification.

### **Essential Duties and Responsibilities:**

1. Serve as a role model
2. Work as a member of a team. Maintain confidentiality.
3. Communicate effectively both verbally and in writing.
4. Provide assistance with individualized program materials.
5. Work under the supervision of certified teacher(s), prepare for classroom activities.
6. Give instructional assistance to individual or small groups of students in the library, music, physical education, and other settings.
7. Participate in assigned in-service training programs.
8. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
9. Participate on the school duty schedule.
10. Assist certified teacher in implementing planned learning experiences in order to motivate pupils and best utilize the available time for instruction.
11. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
12. Respond to students as individuals and treat all people with dignity and respect.
13. Help maintain cohesiveness in the school environment.
14. Assist with supplementary work for students and supervise independent study in the school environment.
15. Use current technology for instructional management needs.
16. Assist certified personnel with student discipline.
17. Assist in maintaining student's involvement in appropriate tasks.
18. Establish and maintain district standards as prescribed in board policies and district rules and regulations.
19. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
20. Complete other tasks as deemed appropriate and necessary by the immediate supervisor, the principal and /or the superintendent.

**Additional Duties and Responsibilities:**

1. Work with small groups of students to reinforce material initially introduced by the teacher.
2. Assist individual children in need of special attention.
3. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
4. Set up audiovisual equipment as directed.
5. Assist with reading and/or storytelling.
6. Assist small groups of student in the library and other settings.
7. Contribute to the welfare and effectiveness of the classrooms(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
8. Model acceptable social skills in working with students, teachers, parents and supervisors.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

1. Must be able to work within various degrees of noise, temperature and air quality.
2. Job responsibilities require both inside and outside assignments.
3. Interruptions of work are routine. Flexibility and patience are required.
4. Must be self-motivated and able to complete job assignments without direct supervision.
5. Occasional after hour work may be required.

**Equipment/Material handled:**

1. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.