**BRIDGEWATER-RAYNHAM REGIONAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION DESCRIPTION:** Paraprofessional

Non- Exempt Position  
  
Immediate Supervisor:Building Principal

Reports to: Superintendent of Schools

Qualifications**:** Minimum High School diploma required. Demonstrated ability to relate to students and adults. Ability to provide assistance to classroom teacher.

Essential Duties:

* Understand confidentiality laws as they pertain to student records. Keep student information confidential.
* Assist students who have difficulty entering and leaving school with transition into classroom/buses
* Keep students focused, work on behaviors and repeat information as classroom teacher introduces new ideas
* Work with students in small groups to reinforce concepts/skills outlined by classroom teacher
* Special Education Teacher determines specially designed instruction to include modifications. Teacher makes modification and paraprofessional follows teacher’s instructions for modifications.
* Work with students to meet the goals and objectives as directed by the Special Ed teacher and assist with generalization of skills in classroom as directed by OT, PT, or SLP
* Follow behavior intervention plans as directed by the Special Education teacher
* Accompany students to snack, recess and lunch duty as assigned by Principal unless assigned to direct supervision of a student to monitor student safety and appropriate socialization.
* Paraprofessional assists the Substitute assigned to classroom when teacher or special education teacher is absent or attending team meetings.
* Support students in general education classrooms
* Follow IEP accommodations as directed by the Special Education Teacher
* Report any issues directly to the teacher
* Travel between various classrooms and work with various faculty members and subjects
* Monitor student engagement and redirect as needed
* Assist students with planning and organizing
* Assist classroom teacher with assignments and classroom management
* Verify or check homework/class work for student understanding
* Motivate students with learning, emotional and/or behavioral disabilities using positive reinforcement as directed by the Behavior Support Plan and teacher directive
* Other duties as assigned

**TERMS OF EMPLOYMENT:**

**WORK YEAR: Academic Year**

**BENEFITS:** As negotiated by the Bridgewater-Raynham Superintendent of Schools

**RATE OF PAY:** As negotiated by the Bridgewater-Raynham Superintendent of Schools

Physical Demands: Light to medium physical effort is generally required in performing duties in this environment.

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.