

Job Title: **TITLE ONE - TUTOR**

Qualifications: Associate's degree, two years of college or equivalent required. Bachelor's degree in related field preferred, experience working with children required, NH certification as teacher or paraprofessional

Reports to: Principal

Job Goal: The job of the Title I Paraprofessional was established for the purposes of assisting teachers and Title I eligible students to improve student achievement in a variety of school settings.

Type of Position: 188 days **Wage:** Contract

Hours per week: exempt

- Demonstrate knowledge of core curriculum for the purpose of effectively assisting in facilitating student achievement.
- Review, reinforce and remediate skills previously addressed by a classroom teacher in individual or small group settings for the purpose of facilitating student achievement.
- Assist classroom teacher with the preparation of instructional materials for the purpose of providing necessary materials to enhance learning activities.
- Provide instruction to students utilizing a variety of individual and small group activities under the direction of a teacher or professional staff for the purpose of facilitating student achievement.
- Respond to emergencies (e.g., injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Participate in meetings, in-service training, workshops, etc., for the purpose of receiving and conveying relevant information as required by the district.
- Monitors individual and/or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Organize quiet or active, age appropriate indoor and/or outdoor activities under the direction of the classroom teacher for the purpose of actively participating in the learning activities with children.
- Administer and monitor tests, homework assignments, make-up work, etc. under the direction of a teacher for the purpose of facilitating student achievement.
- Understand and utilize educational technologies, as appropriate, with students under the direction of a teacher for the purpose of facilitating student learning.
- Establish and maintain open lines of communication and cooperative professional relationships with school colleagues for the purpose of supporting students.
- Identify Title 1 eligible students by using the requisite evaluation system and data analysis for the program being administered for the purpose of selecting appropriate services for students.
- Identify students for services based on evaluation and analysis results for the purpose selecting appropriate services for students.
- Administer and score assessments for the purpose of benchmarking and progress monitoring.
- Schedule, in collaboration with building reading specialist, classroom teachers, principal and Title I peers, Title I services for the purpose of supporting Title 1 students' learning goals.
- Develop strategies in collaboration with team (i.e., instructional team(s)) to best meet Title I students' learning goals for the purpose of improving student learning.

- Report reading and/or math progress monitoring and assessment data at least monthly to the instructional team for the purpose of tracking students' progress and to comply with reporting requirements.
- Utilize the building reading specialist as a resource for providing day-to-day guidance in content knowledge, teaching strategies, Title I student goal development, curriculum development, and assessment for the purpose of improving student learning.
- Implement Title I goals (e.g., parental involvement) as requested by Project Manager, including participation in events and other methods for the purpose of meeting programmatic goals.
- Maintain student and program records in order to comply with New Hampshire and Federal guidelines, and assists in program evaluation, for the ultimate objective of increasing Title I student achievement.
- Evaluates Title I student progress during instruction, and completes required progress reports for the purpose of communicating student achievement with classroom teachers and parents.
- Conference with parents as requested by them to enhance communication.
- Maintain state paraprofessional certification for the purpose of remaining up to date with current information, methodologies and best practices.
- Perform other related duties as assigned by the principal in accordance with district policies and practices

EVALUATION: Performance of this job will be evaluated by supervisor on a yearly basis

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Occasionally
 Lift 26 to 50 lbs: Rarely
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
 PUSH/PULL: Occasionally

DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

OTHER PHYSICAL

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
 Carpet/tile floors
 Computer keyboard/screen

HAND MANIPULATION

Grasping: Occasionally
 Handing: Frequently required
 Torqueing: Occasionally
 Fingering: Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
Hearing: Necessary for receiving information and instructions.
Sight: Necessary to do job effectively and correctly.
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by
children Cleaning products