

## **EPPING SCHOOL DISTRICT JOB DESCRIPTION**

### **TITLE: Credit Recovery Paraprofessional**

**GENERAL DESCRIPTION:** The Credit Recovery Paraprofessional provides student and staff assistance under professional guidance and supervision of the EHS. In addition this position provides clerical and technical assistance to the School Guidance Counselor for reporting and progress monitoring of students.. The Credit Recovery Paraprofessional works with students individually or in small groups to remediation instruction developmentally appropriate to the student(s) and specialized instruction using computerized instructional intervention and credit recovery programs.

### **QUALIFICATIONS:**

1. NH Paraeducator I or II certification or eligibility for certification
2. Experience with middle and high school students in a professional/school setting

**KNOWLEDGE:** Requires knowledge in the areas of reading, writing, mathematics, behavior management, life skills, and educational professionalism to assist student instruction as specified in the state professional educator certification. The Credit Recovery Paraprofessional supports the school educational environment by understanding the following.

1. Adolescent development
2. Various factors that might prohibit typical child development
3. Different learning styles
4. Family influence on childhood learning and development
5. Variety of teaching strategies
6. Necessity of sensitivity
7. Range of behavior management strategies
8. Variety of student learning assessments
9. Various approaches to instruction, and
10. Applicable laws, rules, regulations, and procedural safeguards.

**SKILLS:** Requires demonstration of strong collaborative skills to work as part of a school team to support student/classroom learning and activities, problem solving skills to support student success, people skills in a service-oriented educational environment, verbal and written communication skills, organizational skills to balance demands of a multi-tasking position, and technology skills in the areas of office software, student educational software, student database software, specialized software, and office equipment operation.

**ABILITIES:** Requires excellent attention to detail and follow through to meet student and school responsibilities and significant confidential responsibilities due to student and staff issues.

Requires the ability to maintain flexible schedule and the physical ability to safely assist students.

**CLASSIFICATION:** This position is designated as a paraprofessional position subject to the Epping Paraprofessional Association NEA-NH and NEA. The collective bargaining agreement does not apply to newly hired personnel until they have completed a probationary period of ninety (90) calendar days from the date of hire or appointment.

**REPORTS TO:** School Guidance Counselor, evaluation in accordance with this job description and Epping School Board policy

**SUPERVISES:** No staff supervision responsibilities

**PERFORMANCE RESPONSIBILITIES:**

**STUDENT RESPONSIBILITIES**

1. Proctor and assist students using instructional strategies and techniques for successful completion or advancement of computerized education programs.
2. Prepare and organize instructional space, materials, equipment, and software to support student learning.
3. Promote students' independence for learning.
4. Reinforce reading, writing, and other ideas and concepts presented in the computerized education programs.
5. Review and report students' progress to School Principal or designee.
6. Assist with maintaining student records including using any technology employed by the district.

**CREDIT RECOVERY RESPONSIBILITIES**

- Be proficient in the use of GradPoint and other web-based instruction programs used for High School competency or credit recovery.
- Monitor and support student use of GradPoint and other web-based instruction during credit recovery blocks.
- Generate and track student progress data. Report out to guidance, administration, students and parents on a bi-weekly basis.
- Monitor student progress and enrollment in credit/competency recovery.
- Work in collaboration with the Alternative Program Counselor on tasks associated with GradPoint and credit/competency recovery (i.e. system maintenance, student enrollment, course set up).
- Collaborate with grade classroom teachers and special educators to implement targeted, specific lesson content to increase knowledge and skills for credit recovery.
- Perform a variety of clerical and computer-related tasks as assigned.

- Perform the above responsibilities using office, student educational, student database, and specialized software.
- Other duties as assigned by the principal

## PROFESSIONALISM

1. Assist in maintaining a safe, healthy learning environment that includes following prescribed policy and procedures of the school and district.
2. Function in a manner that serves as a role model to students in one's choices and actions, demonstrates the ability to use effective problem solving and appropriate social interactions, engages in flexible thinking, employs appropriate conflict management techniques, and analyzes one's own personal strengths and preferences.
3. Communicate, follow instructions, and use problem solving and other skills that will enable the individual to work as an effective member of the school library media team.
4. Seek help from appropriate sources as necessary.
5. Support the instructional, behavior, and life choices made for students.
6. Participate in ongoing professional development, self-evaluation, and application of constructive feedback.
7. Demonstrate professional ethics by maintaining confidentiality of information regarding students, staff, and families and respecting legal rights and responsibilities of school staff and students.
8. Attend staff or other meetings at the request of a teacher or administrator.
9. Perform any additional duties, as requested by supervisor or other designated staff, which are consistent with the effective and orderly operation of the Epping School District and the goals and mission of the district.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move, and/or restrain school-age students. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting.

## TERMS OF EMPLOYMENT

1. Work year subject to individual employment contract per collective bargaining agreement

2. Work day subject to individual employment contract per collective bargaining agreement
3. Clear criminal background check
4. Verification of health to perform job
5. Valid NH certification within ninety (90) calendar days of hire per collective bargaining agreement
6. Valid driver's license
7. Paraprofessional contract with salary and benefits as defined per collective bargaining agreement

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.