

# Chartiers-Houston School District

## Job Description

**TITLE:** INSTRUCTIONAL AIDE – PARAPROFESSIONAL

**PDE GUIDELINES:**

- Have completed at least two (2) years of postsecondary study (48 credits of postsecondary education); **OR** possess an associate degree or higher (in any subject) **OR** meet a rigorous standard of quality as demonstrated through a state or local assessment.

**QUALIFICATIONS:**

- Completion of high school education
- Highly qualified status must hold an Associate’s Degree or have successfully completed 48 college credits or passed the IU1 HQ local assessment
- Demonstrate aptitude for work to be performed
- Able to work cooperatively with students, parents and staff
- Such alternatives to the above qualifications as may be appropriate and acceptable

**CONTINUING TRAINING REQUIREMENTS:**

- Each school year, instructional paraprofessionals shall provide evidence of 20 hours of staff developmental activities related to their assignment.

**REPORTS TO:** Learning Support Teacher

**RESPONDS TO:** Coordinator of Student Services  
Building Principal

**JOB GOAL:** Support and assist the Learning Support Teacher in helping students achieve skills as addressed in Individual Education Plans (IEPs).

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Learning Support teacher in preparing program activities.
2. Assists the Special Education LEA in preparing state and federal reports.
3. Works with individual students or small groups of students to reinforce the learning skills introduced by the teacher.
4. Guides independent study, enrichment work and special work assigned by the teacher.
5. Alerts the teacher to any problem or special information about an individual student.
6. Administers, scores and records achievement and diagnostic tests for individual students as directed by the teacher.
7. Checks notebooks, corrects papers, supervises testing and make-up work as directed by the teacher.
8. Assists the teacher with non-instructional duties, such as the set-up of audio-visual equipment, scheduling, etc.
9. May be assigned non-instructional duties in compliance with PL 94-142.
10. Maintains a high level of ethical behavior and confidentiality of student information.
11. Participates in staff development programs, as assigned.

**TERMS OF EMPLOYMENT:**

1. Terms and conditions of employment per board policy, job description and CHSD/CHESPA labor agreement
2. May be 4 ¾ hours per day or 7 ½ hours per day, as individual position warrants
3. Works days on which Learning Support students are in school and involved with the program.
4. May perform additional clerical or instructional tasks as requested by administrator or Learning support teacher

**EVALUATION:** Annual evaluation per board policy.