

**TAKINI SCHOOL
POSITION DESCRIPTION**

POSITION TITLE: Para-Professional
SUPERVISOR: Special Education Director

RESPONSIBILITIES:

The purpose of this position is to provide continuous support and monitoring throughout the day for a specific student, beginning with the student's arrival at school until departure at the end of the school day.

EXPECTATIONS INCLUDE:

1. Meet student at arrival to school and monitor departure at the end of school day.
2. Monitor student during cafeteria and transitioning times.
3. Assist student during classes, providing support when needed.
4. Work cooperatively with other staff, including classroom teachers and counselor, to monitor student academic and social/behavioral progress.
5. Provide input to assist in designing specialized programming for academic and social/behavioral progress.
6. Provide feedback to student regarding academic and behavioral progress.
7. Consistently complete appropriate documentation in a timely manner.
8. Attend required meetings, including staff meetings and staff development activities.
9. Maintain strict confidentiality of student and school records at all times.
10. Other duties as assigned by supervisor which are within the scope of the position.
11. Adhere to all Takini School Policies and Procedures.
12. Under the direct supervision of the departmental supervisor.