

Paraprofessional Indicators of Performance

A. Professional Responsibilities

1. Meets accepted standards of professional behavior.
 - 1.01 Respects and maintains confidentiality of student matters in discussion with other staff members and parents.
 - 1.02 Demonstrates care in the use of materials, equipments, and facilities and exercises care for the health and safety of students and other school personnel.
 - 1.03 Dresses appropriately for position.

2. The paraprofessional exhibits professionalism and commitment through punctuality and attendance.
 - 2.01 Arrives at school on time and is prepared to work with students.
 - 2.02 Absences do not disrupt continuity, team plans, or the educational process.
 - 2.03 Is punctual and consistent in meeting assigned students, teachers, classes, and building or Cooperative meetings.
 - 2.04 Performs other duties as indicated by student schedules and daily differential programming as assigned by the teacher.

3. Observes and follows all KCSEC policies and procedures.
 - 3.01 Communicate a positive commitment to the mission of the organization.
 - 3.02 Is accurate with communication.
 - 3.03 Performs other duties as assigned by the KCSEC administration.

B. Classroom and Behavior management Assistance

1. Assists with strategies for maintaining orderly classroom behavior on an individual and group basis.
 - 1.01 Provides individual and group instruction to students as directed by the classroom teacher.
 - 1.02 Assists with strategies for maintaining a classroom environment to effective learning and assists with effective teaching methods of

instructional techniques appropriate to the maturity, interests, and needs of students.

- 1.03 Assists with strategies for maintaining orderly classroom behavior on an individual and group basis.
 - 1.04 Assists teacher in teaching classroom behavior standards, rules, discipline procedures, rationale, and consequences.
 - 1.05 Assists teacher so student interactions occurs in a mutually respectful and friendly manner.
 - 1.06 Provides adult supervision in classroom, hallways, lunchroom, recess, and bathroom.
 - 1.07 Disciplinary actions are fair, firm, and consistent and facilitate the growth of self-discipline in the students.
 - 1.08 Performs clerical tasks (e.g. correcting papers, copying materials, and making bulletin boards.)
2. Takes all necessary and reasonable precautions to protect student, equipment, materials, and facilities.
 - 2.01 Starts students on task quickly and assures efficient transitions between the activities//rooms.
 - 2.02 Assists with efficiently and effectively organizing classroom materials and equipment.
 - 2.03 Assist teachers and students to ensure minimal time in non-learning activities is spent.

C. Relationships with Students, Parents, and Staff

1. Works with teacher to establish and maintain open and positive lines of communication with students, other staff, and parents concerning academics, language, and behavior.
 - 1.01 Provides opportunities for students to express needs, feelings, and concerns.
 - 1.02 Promotes students' sense of self-worth through positive comments.
 - 1.03 Assists with ensuring the incorrect/inappropriate responses do no result in humiliation.
 - 1.04 Assists appropriate professional staff members regarding students' educational program.
 - 1.05 Assists with communication regarding student appropriately and as assigned by teacher.
 - 1.06 Directs questions to teacher from parent, refraining from being the direct or go-between source of information regarding their child.
2. Establishes and maintains cooperative relations with other staff members.

- 2.01 Is a contributing member within the classroom/school.
- 2.02 Is willing to appropriate share new ideas or techniques to enhance a students program or improve behavior.
- 2.03 Shows warmth and friendliness (such as smiling, being polite and courteous) and refrains from negative comments.
- 3. Assists the teacher/administration/Cooperative in upholding and enforcing school rules and policies.
 - 3.01 Makes suggestions in a constructive manner for the program/student to the appropriate personnel.
 - 3.02 Abstains from making slurs based on ethnic background, race, or sex.

- D. Other duties as assigned by the Director or his/her designee, Coordinators, or teacher.

EVALUATION: Annually by the Director, Assistant Director, Coordinator and/or teacher.