



## Paraprofessional - Job Description

We are now accepting applications for Special Education Paraprofessional.!

### Education/Certification:

- Current Oklahoma Standard Teaching License (optional)

### Preferred Experience:

- Experience teaching in a classical school, or experience teaching with classical traditional methods.

### Responsibilities and Duties:

- Modify and prepare instructional materials to support student needs under the direct supervision of the Special Education Teacher.
- Monitor student work to ensure they understand and follow directions.
- Reinforce learning posture (examples include task orientation, attending, tracking, being on the right page, etc.)
- Keep track of academic and behavioral data.
- Tutor students on assigned class work.
- Support assigned student(s) in activities related to the goals and objectives outlined in an IEP or 504 plans.
- Support with non-instructional times (breaks, hallway duty, dismissal, etc.)
- Assist with clerical duties assigned by the Student Services Director.
- Support assigned students during school-wide events.
- Build strong relationships with students, staff, and families.
- Other duties supporting students (as assigned).

### Equipment Used:

All equipment required to perform duties and tasks were previously described.

### Physical / Environmental Factors:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. TCA considers applicants for all positions without regards to race, color, national origin, age, religion, sex, marital status, veteran or

military status, disability, or any other legally protected status. Being authorized to work in the U.S. is a precondition of employment. TCA is an Equal Opportunity Employer.

**Job Type:** Full-time

**Pay:** \$15 - \$17 per hour based on experience

**Schedule:**

- Monday to Friday 7:30 am - 3:30 pm