

Justus Tiawah School

Job Description

Job Description: PARAPROFESSIONAL - Elementary

Qualifications:

Knowledge: Must have completed 48 college hours, possess an Associates Degree, or successful completion of Para Training and receive a certificate from SDE.

Skills: Typing

Machines/Equipment: Computers, copier, smartboard, and die cut machine.

Essential Job Functions:

Primary:

1. Help students with all needs (study skills, hygiene, etc)
2. Assist the teacher in the classroom.
3. Grade papers when needed.
4. Work on Bulletin Boards.
5. Help with cut out and assembling special projects done in class.
6. Run errands for the teacher.
7. Make copies and organize activities for the next day or week.

Secondary:

1. Help in the office, cafeteria, etc. as needed.
2. Fill in for the teacher or other teachers as needed.
3. Help watch the hall during water and bathroom breaks.
4. Help with walking students to specials and lunch if needed.
5. Help with school activities (fall carnival, etc.)
6. Help with bus and car duty.
7. OTHER duties as assigned by the supervisor.

SUPERVISOR: Principal

Physical Requirements:

Bend, stoop, crawl, reach above, kneel, push or pull (occasionally)

Lift up to 25lbs (occasionally)

Work Schedule: 8:00-3:30 (30 MINUTE LUNCH)

Days: 5 days a week - 173 days plus 5 Professional Days

Hours per day: 7

Hourly wage: Varies depending on experience

Insurance: Optional

OTR: Must work more than 20 hours per week. Qualifies after 1 year service.

Justus Tiawah School

Job Description

Job Description: PARAPROFESSIONAL - Middle School

Qualifications:

Knowledge: Must have completed 48 college hours, possess an Associates Degree, or successful completion of Para Training and receive a certificate from SDE.

Skills: Typing

Machines/Equipment: Computers, copier, smartboard, recorder and die cut machine.

Essential Job Functions:

Primary:

1. Helps students with needs. (assignments, study skills, etc)
2. Assist teacher in the classroom.
3. Grade papers when needed.
4. Work on Bulletin Boards.
5. Run errands for the teacher.
6. Make copies of worksheets, activities, etc as needed.
7. Help cut out and organize projects for students to be done in the classroom.

Secondary:

1. Help in the office when needed
2. Fill in for teacher and other teachers as needed
3. Hall duty during class changes.
4. Help with school activities (fall carnival, etc.)
5. Help with bus and car duty.
6. OTHER duties as assigned by the supervisor.

SUPERVISOR: Principal

Physical Requirements:

Bend, stoop, crawl, reach above, kneel, push or pull (occasionally)

Lift up to 25lbs (occasionally)

Work Schedule: 8:00-3:30 (30 MINUTE LUNCH)

Days: 5 days a week - 173 days plus 5 Professional Days

Hours per day: 7

Hourly wage: Varies depending on experience.

Insurance: Optional

OTR: MUST work more than 20 hours per week. Qualifies after 1 year service.

Justus Tiawah School

Job Description

Job Description: PARAPROFESSIONAL - Computer Lab

Qualifications:

Knowledge: Must have completed 48 college hours, possess an Associates Degree, or successful completion of Para Training and receive a certificate from SDE.

Skills: Typing

Machines/Equipment: Computers and copiers.

Essential Job Functions:

Primary:

1. Work with the teachers to reinforce their classroom studies.
2. Have Computers ready when class arrives.
3. Keep the Computer Lab clean and a pleasant environment for students.
4. Explain how each program works and give login directions so the students may understand and learn how to use the programs.
5. Teach students how to login and navigate independently.

Secondary:

1. Teach touch typing as needed.
2. Make copies for the teacher as needed.
3. Prepares programs for special events and banners, etc.
4. Assist in the office, classroom, or cafeteria as needed.
5. Set in for the teacher when needed.
6. Help with bus and car duty.
7. Help with school activities (fall carnival, etc.)
8. Assist with transporting students in a van as needed.
9. OTHER duties as assigned by the supervisor.

SUPERVISOR: Principal

Physical Requirements:

Bend, stoop, crawl, reach above, kneel, push or pull (occasionally)

Lift up to 25lbs (occasionally)

Work Schedule: 8:00-3:30 (30 MINUTE LUNCH)

Days: 5 days a week - 173 days plus 5 Professional Days

Hours per day: 7

Hourly wage: Varies depending on experience.

Insurance: Optional

OTR: MUST work more than 20 hours per week. Qualifies after 1 year service.

Justus Tiawah School

Job Description

Job Description: PARAPROFESSIONAL - Library Assistant

Qualifications:

Knowledge: Must have completed 48 college hours, possess an Associates Degree, or successful completion of Para Training and receive a certificate from SDE. Ability to type, file and keep records. Ability to relate effectively and efficiently with students.

Skills: Must possess skills in library filing system, organization skills, light typing and clerical skills.

Machines/Equipment: Computers, telephone, printer and copier.

Essential Job Functions:

Primary:

1. Responsible for the library in the event the Librarian is absent.
2. Work with classes assigned by the teachers.
3. Manage checking out and in books and audio tapes on the computer.
4. Maintain overdue book lists and distribute.
5. Process new books, tapes etc. as needed.
6. Assist Librarians in ordering new books and supplies.
7. Change Bulletin Boards and post upcoming Library events.
8. Mend and repair books as needed.
9. Work Book Fairs 2 times a year.
10. Assist teachers with book totes for their classrooms.
11. Dust book shelves and keep the library clean and orderly. Put chairs up for cleaning service.
12. Introduce and read new books to classes as needed.
13. Keep holiday materials current and on display.
14. Teach students how to use the library.
15. Inventory Control.
16. Assist Librarian when needed.

Secondary:

1. Assist in the office, classroom, or cafeteria as needed.
2. Help with bus and car duty.
3. Help with school activities (fall carnival, etc.)
4. Assist with transporting students in a van as needed.
5. OTHER duties as assigned by the supervisor.

SUPERVISOR: Principal

Physical Requirements:

Bend, stoop, crawl, reach above, kneel, push or pull (frequently)

Lift up to 50lbs (frequently)

Work Schedule: 8:00-3:30 (30 MINUTE LUNCH)

Days: 5 days a week - 173 days plus 5 Professional Days

Hours per day: 7

Hourly wage: Varies depending on experience.

Insurance: Optional

OTR: MUST work more than 20 hours per week. Qualifies after 1 year service.

Justus Tiawah School

Job Description

Job Description: PARAPROFESSIONAL - Special Education

Assists a certified teacher and related service providers in the implementation of the Individual Education Program for students with special needs. This will include assisting in the classroom, in mainstreaming activities, and those health related activities needed to insure the least restrictive environment.

Qualifications:

Knowledge: Must have completed 48 college hours, possess an Associates Degree, or successful completion of Para Training and receive a certificate from SDE. Maintain a Para status by participating in at least six hours of inservice training per year. Ability to relate effectively and efficiently with special needs students as well as professionals.

Skills: Must possess skills in helping students with disabilities complete their daily assignments according to their IEP or 504.

Machines/Equipment: Computers, printer and copier.

Essential Job Functions:

Primary:

1. Implement activities developed to support the objectives of the IEP under supervision of the Special Ed teacher and related service providers.
2. Facilitate mainstreaming activities.
3. Perform needed hygiene/health related activities, as needed.
4. Assist with transportation to ensure the safety of the students when entering and exiting the school facility.
5. Assist with transporting special needs students as needed.
6. OTHER duties as assigned by the supervisor.

Supervisor: Building Principal

Physical Requirements:

Bend, stoop, crawl, reach above, kneel, push or pull (frequently)

Lift up to 50lbs (frequently); up to 100 (occasionally)

Work Schedule: 8:00-3:30 (30 MINUTE LUNCH)

Days: 5 days a week - 173 days plus 5 Professional Days

Hours per day: 7

Hourly wage: Varies depending on experience.

Insurance: Optional

OTR: MUST work more than 20 hours per week. Qualifies after 1 year service.