

Annunciation Catholic School

Committed to Serve, Learn, and Love



Position: Classroom Paraprofessional <i>*English-Spanish Bilingualism Preferred but not required.</i>	
Primary Roles:	Staff Crew Member Responsibilities & Expectations Non-Teaching Staff:
<p>A Classroom Paraprofessional is responsible for supporting the teacher and students in whatever classroom he or she is assigned to, as well as assisting teachers and administrators with other programmatic support tasks around the building. Specifically, this person is responsible for:</p> <p>Supervision Helping watch over all students in assigned class during class time, transitions, recess, meals (including breakfast and lunch), and any other time spent with students. Any indiscretions during time of supervision need to be communicated to the classroom teacher, and parents/guardian through Class Dojo.</p> <p>Instructional Support Working with assigned classroom teacher to assist with classroom duties: literacy and math support, running small groups or stations, discipline and classroom management, monitoring of student work, helping create wall displays, organizing and overseeing field trips, etc.</p> <p>Administrative Work Assist teachers in preparing for the school day by making copies, preparing materials, etc.</p> <p>School-Building Duties Assisting with recess duty, lunch duty, and car line.</p> <p>Translation Assistance (If Bilingual) Assisting the teachers as needed with translating documents, conversations, and phone calls between English & Spanish.</p> <p>Other Tasks Occasionally assisting with random projects and tasks to support teachers or the school administration.</p>	<p>JOY Joyful, loving interactions with all and unconditional positive regard for everyone.</p> <p>POSITIVE RELATIONSHIPS Maintenance of appropriate, compassionate, supportive, and productive relationships with all students, parents, & colleagues to create a joyful work environment.</p> <p>PROFESSIONALISM Kind, respectful, appropriate, & timely communication (in person, email, and otherwise) and careful attention to all professional responsibilities (i.e. checking one's office mailbox, professional dress, sending things home with students, turning things in to office, etc.)</p> <p>REFLECTION & GROWTH Thoughtful and prompt completion of trimester reflections & surveys, participation & collaboration with faculty and staff.</p> <p>SUPERVISION Prompt arrival and active supervision for all scheduled classes, duties, & transitions during the school day throughout the building.</p> <p>OFFICE SPACE & STEWARDSHIP Creation and maintenance of a clean, organized, inviting, and beautiful office, making best use of available resources. Proper care of resources, including laptop, iPad, and other school resources.</p> <p>PROFESSIONAL DEVELOPMENT Attendance and participation at all staff meetings and Professional Development days as communicated by the Principal.</p> <p>STAFF GATHERINGS Presence at all-staff gatherings when possible, like opening retreat, seasonal parties, etc.</p> <p>CLASSROOM SPACE & STEWARDSHIP Proper care of school and its resources.</p> <p>SCHOOL EVENTS & TRADITIONS Active participation in, support for, and preparation for (& student preparation for) school events and traditions, i.e. Award Ceremonies, Weekly School Masses, Celebration of Learning Night, Peace Day, the Los Posadas, etc. as well as some mandatory school events during the year that occur outside of regular contract hours.</p> <p>SCHOOL POLICIES Support for and enforcement of all school policies laid out in the handbook, i.e. uniform, tardy policy, attendance, appropriate student behavior, etc.</p> <p>DISCIPLINE Adherence to shared and commonly established level discipline policies, and follow-through in their proper enforcement, including consistent use of Class Dojo to track behavior.</p> <p>TECHNOLOGY Proper care for, use of, and accounting of technology; including monitoring students' use, enforcing proper handling of technology, keeping technology clean and functional, daily storage of technology securely, and vigilance regarding damaged or missing technology.</p>