**Littleton Academy Paraprofessional**

**Job Description**:

The Paraprofessional is responsible to perform activities as assigned such as:

* Communicate with students, colleagues and administration
* Maintain orderly lunch lines as students enter the cafeteria and purchase food
* Oversee students to ensure compliance with lunchroom procedures and rules
* Ensure that students properly dispose of waste and recycling
* Circulate among students to assist them, if needed, and to encourage appropriate behavior
* Carry out disciplinary action and or refer students to school administrator (in accordance to LA policy)
* Maintain clean work area including wiping tables, picking up leftover waste, and straightening tables
* Direct the movement of students to and from playground areas
* Oversee students to ensure compliance with playground/building rules and procedures
* Circulate among students to encourage appropriate behavior, use of equipment and safety
* Refer students to administrators for disciplinary action according to established procedures
* Report accidents according to building procedures and assist in emergencies
* Oversee students within building according to the school’s inclement weather plan
* Maintain confidentiality regarding student conduct and records
* Assist teachers in grading and recording assignments and tests
* Uphold and model appropriate and professional practices while interacting with students, staff, parents, and community members.

The Paraprofessional is expected to possess characteristics in support of his/her assigned duties such as reliability, assertiveness, diplomacy, and responsibility.

Paraprofessionals are scheduled at 4 hours per day, 5 days per week with available shifts from 9:45 - 1:45 or 11:45 - 3:45.

Education:

* High school education required
* Additional post secondary education desirable

Experience:

* Previous experience overseeing and working with youth is desired. This position would be an excellent opportunity for those seeking a future position in the field of teaching.