



<b>Job title</b>	<b>Paraprofessional</b>
<b>Reports to</b>	Teacher / Senior Director
<b>Status</b>	Non - Exempt

### **Job Purpose**

Now more than ever, it is crucial to teach our children to respect people of various sizes, abilities, ethnicities, and ages. When children respect themselves and others, they feel good about who they are. At West Hills, our employees model respect in our everyday interactions, so that our children learn to value all people. When children learn to value people who are different from themselves, they are better prepared to live peacefully in a diverse world. Built on the foundation of over 60 years of camping excellence and 25 years of educational experience for children of all abilities, our West Hills family of programs includes West Hills Academy, West Hills Montessori, West Hills After School and West Hills Day Camp. Our programs offer a unique set of opportunities for all children to grow, learn and have fun all year long. With our academic, after-school and recreational activities, there is something for everyone at West Hills.

The Paraprofessional is responsible for assisting the classroom teacher and teacher assistant in the attainment of student goals for students on the Autism Spectrum who may demonstrate academic, behavioral, and/or social deficits with the goal to assist the student in functioning as independently as possible.

### **Duties and Responsibilities**

- Maintain a consistent and safe environment for the students
- Assists and accompanies children in all activities throughout the day
- Always maintain positive and supportive communication with every student regardless of their behaviors
- Support the teacher / teacher assistant in delivering an education curriculum to meet child's needs through an individual or small group setting
- Support the teacher / teacher assistant in implement the Individualized Education Program (IEP) and behavior plans for each student.
- Assist in the daily planning of classroom and outdoor activities
- Promote health and safety concepts and social interaction with other students
- Assists teacher in devising strategies to reinforce materials and skills to students
- Operates and cares for equipment and/or instructional materials assigned by teacher
- Distributes and collects workbooks, papers and other materials for instruction
- Guides independent study, enrichment work and remedial work
- Assists with supervision of students during emergency drills, special events and field trips

- Accompany assigned student at all times, whether it is in the hallways, bathrooms, cafeteria, free time, etc. (as required by teacher)
- Keeps bulletin boards and classroom displays up to date
- Administers, scores and records achievements and diagnostic tests
- Takes daily data accurately to inform Behavior Intervention Plans
- Assists with large group activities as per teacher's directive which may include reading to students, listening to students' read and participating in other forms of oral communication with students
- Checks notebooks, corrects papers and supervises test taking and make-up work as assigned by the teacher
- Checks and records student attendance
- Alerts teacher to any problems or special information about individual students
- Serves as the chief source of information and helps the substitute teacher in the absence of the regular teacher
- Participates in service training programs as required

#### **Qualifications**

- High School diploma preferred
- Teaching Assistant Skills Test (ATAS) preferred
- Experience working with children on the autism spectrum preferred

#### **Working Conditions**

- Monday – Friday / 8:00am – 3:00pm
- Occasional before and after school work hours at the discretion of the Administrative staff
- School / Classroom setting

#### **Physical requirements**

- Must be able to keep students safe from themselves and others and in some cases may need to implement CPI procedures.
- Must be able to remove oneself from potentially harmful situations and in some cases be able to lift a child.

#### **Direct Reports**

None