

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>DEPARTMENT/SECTION</b>	<b>SUPERVISOR</b>
Planning Room Paraprofessional	Assigned School	Principal
<b>JOB SUMMARY:</b>  Responsible for working with students to be academically successful by providing interventions and support under the direction of certified professionals in individual or small group settings; maintain confidentiality of student and family information as required under FERPA		
<b>QUALIFICATIONS:</b>  Requires a high school diploma or equivalent (GED) and two years of post secondary education or successful completion of the ParaPro; ability to work with staff to provide services to students in identified areas		
<b>TASK NO.</b>	<b>DESCRIPTION</b> WORK YEAR: Student Days plus 1 In-service Day	<b>FREQUENCY</b>

		Elem	MS
1	Supervise students in the planning room/in-school suspension room and provide interventions, supplemental reinforcement of lessons and other educational, social and behavior support, individually or in small group settings; generate reports as directed	55%	80%
2	Assist certified staff in the Response to Intervention room (elementary)	20%	0%
3	Implement behavioral management plans with students.	10%	10%
5	Enter assessment data as assigned (elementary)	5%	0%
4	Assist students with self-help skills	3%	3%
6	Supervise students as assigned	3%	3%
7	Attend meetings, workshops and training sessions as directed by supervisor.	2%	2%
8	Perform other related duties as assigned.	2%	2%

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SUPERVISOR'S APPROVAL

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DATE

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COMMITTEE'S APPROVAL

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DATE