

## **JOB DESCRIPTION: ELEMENTARY SCHOOL PARAEDUCATOR**

**LAST REVIEWED:** October 2022

**VALID:** 2026-28 School Years

**JOB POSITION:** Elementary School Paraeducator

**REPORTS TO:** Elementary School Principal

**WORKS WITH:** EN Homeroom Teachers, CN Homeroom Teachers, Paraeducators, Language Support Teacher, Learning Support Teacher, Elementary School Librarian, Subject Teachers

### **RESPONSIBILITIES AND DUTIES**

- Supervise and tutor students throughout the class process.
- To provide supervision and support to students in activities independently or in a collaborative group.
- Follow up the work tasks assigned by the homeroom teacher
- Under the guidance of the instructor, provide support to students (tutoring related to teaching).
- Help students complete their tasks by preparing lesson plans and teaching materials.
- Supervise students to maintain the cleanliness of classrooms, cafeterias, shuttle bus areas, playgrounds, corridors, and lobbies.
- Take over as the homeroom teacher when necessary.
- Responsible for the purchasing, usage, maintenance and storage of teaching materials.
- Participate in staff meetings and other related meetings.
- Help the homeroom teacher to provide translation when communicating with parents, such as parent-teacher conferences, daily communication, emails, letters, etc.
- The relevant records and information of students, parents and teachers shall not be disclosed to the public.
- Respect the confidentiality of records and information of students, parents & teachers.

### **QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree in education-related majors
- Experience working in a bilingual setting (preferred)
- National valid teaching certification(preferred)
- Must be open-minded and demonstrate an interest in working at a school committed to developing bilingual and bicultural students