

# Paraprofessional Job Description

Our innovative and growing company is hiring for a paraprofessional. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for paraprofessional

- Work with a student in a classroom setting by providing that student with individualized academic and/or behavioral support
- Develop a strong relationship with the student in order to support his or her overall development
- Escort the student as needed during transitions between classes and activities
- Collect data and anecdotal information to document student's behavioral and academic progress
- Assist in developing individualized program materials for the student
- Instructional Delivery
- Quarterly and yearend payroll reports
- Preparing 1099s
- Prepare checks
- Working with a student in a classroom setting by providing that student with individualized academic and/or behavioral support

## Qualifications for paraprofessional

- New York State fingerprinting
- Previous pediatric or school experience
- Ability to work in QuickBooks and/or Peachtree software
- 60 hours of college credit
- Bachelor's degree and certification in special education preferred
- Possess a high school diploma or its equivalent (e.g., the GED)

# The Paraprofessional And The Professional Job Structure

**Lei Huang**



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