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| **[Summer Site] Paraprofessional**  **[Partner Site Name] at [Partner Site Location]**  Stipend Rate: $#### |
| Site Overview:  Input site specific overview. |
| Duties:   * *If applicable:* Attend Summer pre-planning sessions to prepare for summer programming. [Include dates, time and locations of trainings as an attachment.] * Assist with the development and implementation of lesson plans for instruction, in site leadership and teachers. Connect lesson plans with theme of activities during program day and site’s goals. * Provide small group or individual student support. * Help organize classroom space to be conducive to student learning (i.e. ensuring students are in a quiet space with minimal distractions, ensuring bathrooms are in close proximity, etc.). * Assist with classroom management; enforce discipline code. * *If applicable:* Help ensure all outcome goals are on track to be met, including academic outcomes and skill development outcomes. Connect with site leadership and teachers to assist with this process. * Work with site leadership and teachers to bridge academics with rest of program day. * Participate in organized staff meetings. * *If applicable:* Assist teachers with completing progress report on each student toward end of summer. * Participate in feedback interviews at the end of the program. |
| Schedule:  ***Pre-Summer:*** [Include, if applicable]  ***During Summer:*** [Include: Dates, days of week and times (e.g. 8:30am-1:30pm, etc.)]  ***Post-Summer:*** Some “wrap-up” duties (such as student progress reports, curriculum inventory) occur immediately following the conclusion of programming. |
| HR & Payment: Position reports to [name/title, contact information if necessary]. Include an specifics about payment schedule: bi-weekly, monthly, milestones, etc. |
| Qualifications:   * Elementary paraprofessional. Preference will be given [indicate, if applicable. For example, “to paraprofessionals from schools whose students attend the summer program”] * At least 1 year of educational experience. * Willing to work in close collaboration with site leadership to meet program goals. * Focused on whole-child approaches (academic and skill development). |

For questions regarding the job description, please contact [insert name and contact info].