

JOB DESCRIPTION

TITLE

TITLE I PROCTOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal State or local academic assessment (<i>ParaPro Assessment</i>) knowledge of, and the ability to assist in instruction, reading, writing and mathematics, as appropriate and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (i.e., ability to use email, Excel and Word).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance

while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Administers the computer-assisted instruction program.
2. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

SPECIFIC RESPONSIBILITIES

1. Assists counselors and teachers in scheduling students.
2. Provides and interprets progress reports for classroom teachers.
3. Coordinates mechanical/technical communications and minor maintenance matters with the program supplier.
4. Maintains program log.
5. Works in cooperation with the school principal, the designated teacher and federal projects personnel to maintain the instructional program.
6. Teaches software to students under direct teacher supervision.
7. Works with teachers to incorporate technology into daily lessons.
8. Maintains computer laboratory.
9. Accesses, inputs and retrieves information and data from a computer.
10. Performs other duties as assigned.