

**BARNSTEAD SCHOOL DISTRICT**  
**Title I Reading Tutor**

**TITLE:** Title I Reading Tutor

**QUALIFICATIONS:**

- NH Paraeducator Certification.
- Associate Degree or three years experience as a paraeducator.
- Special certification or experience relevant to assignment.
- Excellent communication skills.
- Ability to work well with students, staff and public.
- Ability to work independently without close supervision.

**REPORTS TO:** Title I Project Manager and Principal

**TERMS OF EMPLOYMENT:** Salary and benefits as established by the Barnstead School Board.

**HOURS:** As established by the Barnstead School Board. Category II.

**EVALUATION:** Annual performance evaluation by Title I Project Manager.

**ROLE RESPONSIBILITIES:**

- Provides individual and small group instructional support to meet the needs (academic, emotional, and behavioral) of Title I students as directed by the Project Manager.
- Maintains current knowledge of student needs as identified by assessments, observations, and test results.
- Assists with Title I assessments by scoring objective tests and maintains appropriate records for the Title I program.
- Works with teachers and Project Manager to develop classroom schedules and goals for Title I students.
- Prepares materials and activities and selects appropriately leveled books for use in specific instructional lessons.
- Assists the Project Manager in observing students and recording specific behaviors and activities.
- Participates actively in parent/teacher meetings as assigned.
- Provides unbiased feedback regarding students' performance to Project manager when indicated and/or requested.
- Performs record keeping functions as directed by Project Manager.
- Maintains confidentiality of information regarding students and staff.
- Complies with all policies and procedures established by the school board and school administration.
- Performs recess, lunch or other duties as assigned by the Project Manager and/or administration in equitable proportion with other BES paraprofessionals.

(Adopted: 05/21/02)