



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 www.hcps.org

Mathematics Paraeducator

DESCRIPTION

The person in this position will be assigned to the Curriculum Mathematics Office under the general supervision of the Mathematics Coordinator and direct supervision of the school based administrator. The person will work directly with students to assist them in strengthening mathematics skills as outlined in the Howard County Public School System (HCPSS) mathematics curriculum. Performance is evaluated periodically. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

ESSENTIAL JOB FUNCTIONS

- ✓ Provides academic assistance to students as directed in one-to-one or in small groups
- ✓ Provides clerical support to teachers and other professional staff
- ✓ Assists teachers in preparation of instructional materials
- ✓ Maintains accurate records to track the progress of students assisted
- ✓ Attends training sessions provided by the Curriculum Mathematics Office
- ✓ Assists in strengthening student's attitude toward mathematics
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Ability to maintain confidentiality when discussing students' progress and concerns with staff
- ✓ Ability to communicate clearly and concisely in both written and oral form
- ✓ Ability to remain calm under trying circumstances
- ✓ Ability to reinforce lesson plans to support the educational program for student
- ✓ Ability to follow directions from the teacher, which may include reinforcing instruction presented by the teacher
- ✓ Ability to provide personal attention to students on an individual basis
- ✓ Ability to work with small groups of students and assist with instruction
- ✓ Ability to discuss problems affecting students' progress and with the teacher and, if so directed, with other professional staff
- ✓ Ability to demonstrate flexibility to work with students and staff
- ✓ Ability to carry out assignments to completion
- ✓ Ability to perform clerical work
- ✓ Possess basic knowledge of technology and keyboarding to support student learning
- ✓ Ability to demonstrate strong human relations skills

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES – Continued

- ✓ Ability to have strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- ✓ Ability to attend professional development sessions during the work day
- ✓ Perform other duties as assigned.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent and a strong mathematics interest and aptitude.

REQUIRED LICENSES AND CERTIFICATES

None

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.