

Job Description

Title: Medical Terminology Paraprofessional

Status: Non-Exempt

Reports to: Classroom Teacher

Supervises: Students

Job Summery:

Facilitate student learning in specific subject matter and skills sets which will contribute to their career development, maturity and responsibility.

Duties and Responsibilities of the Teacher Assistant:

- Follow established curriculum.
- Assist in the development of daily lesson plans.
- Assist in planning student activities and programs.
- Create and maintain an environment conducive to learning.
- Actively participate in the creation and maintaining of a high standard of classroom management.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and KACC facilities.
- Assess the achievement of students on a regular basis and provide progress reports to the classroom instructor.
- Maintain accurate and complete records as directed by the classroom instructor.
- Make provisions for being available to students and parents for education related purpose outside the instructional day when required or requested to do so under reasonable terms as directed by the classroom instructor.
- Attend faculty and staff meetings as required.
- Maintain and improve professional competence.
- Perform other duties as assigned by the classroom instructor.

Education, Knowledge and Skills:

- High School diploma, Bachelor's Degree, Substitute Certificate Preferred
- CPR Certified
- Career-specific working experience preferred
- Strong written and oral communication skills.
- Knowledge of classroom management

Miscellaneous:

- Mandatory Fingerprint Background Check
- Physician's Statement Certifying Physical Ability to Complete Tasks assigned
- Ability to stand or sit for 2 hours, bend, stoop, and lift up to 25 pounds.