



**MILWAUKEE  
PUBLIC SCHOOLS**

**OFFICE OF HUMAN RESOURCES**  
5225 W. Vliet Street  
P.O. Box 2181  
Milwaukee, Wisconsin 53201-2181  
Phone: (414) 475-8224  
Fax: (414) 475-8722

**POSITION DESCRIPTION**

<b>JOB TITLE: PARA EDUCATIONAL ASSISTANT</b>	
<b>DATE</b>	<b>VARIOUS</b>
<b>Pay Schedule:</b>	
<b>POSITION SUMMARY and PURPOSE:</b> Under professional supervision, engages in activities which support and individualize the teaching-learning process in the Milwaukee Public Schools.	

1. Assists classroom teachers in instructing pupils in the following ways: a. Tutoring pupils in need of "special help" on a one-to-one basis as determined by the teacher; b. Tutoring pupils in small groups for the purpose of improving reading, writing and general language arts skills as determined by the teacher; c. Administering "make-up" tests and assignments for returning pupils and assisting such pupils with "make-up" work; d. Helping pupils with "special" or "class" projects and assisting them in developing research skills.
2. As directed by teachers or department chairpersons, prepares study outlines, tests, reading lists, previews movies and assists in textbook evaluation.
3. Proctors general classroom, study and library reading activities as assigned; proctors tests as directed.
4. Corrects theme folders, written exercises, tests, etc., as directed.
5. Provides specialized group and individual instruction.
6. Assists teachers and department chairpersons in locating instructional materials (books, magazines, articles, pictures, etc.) for use in regular or experimental classroom activities
7. Assists Audiovisual Directors. Operates audiovisual equipment for instructional purposes in the classroom.
8. When the need occurs, temporarily assists the school administration in maintaining order within the school building.
9. Under professional supervision, engages in activities which promote communication and understanding between school and community.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.
- 12.

**Requirements: 48 college credits and a license with Wisconsin DPI**