

Regional Office of Education #1
JOB DESCRIPTION

TITLE: Paraeducator

REPORTS TO: Director

MINIMUM QUALIFICATIONS: Any combination: Work Keys Certificate (JWCC) or anything higher than 60 hours of college credit/Associates Degree. Certified as "Highly Qualified" for NCLB

CLASSIFICATION: Classified

WORK YEAR: 180 days

WORK DAY: 7 hours

SALARY: Per Contract Schedule

EVALUATOR: Director

BASIC FUNCTION

Paraeducator works closely with students on a regular basis in an effort to provide the physical and academic help and the emotional support needed for those students to reach their potential.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading
2. Safe practices in classroom
3. Reading and writing communication skills
4. Interpersonal skills using tact, patience and courtesy
5. Assistive devices and safety requirements
6. Safety risks and necessary precautions
7. Basic record keeping techniques
8. Correct English usage grammar, spelling, punctuation and vocabulary
9. Classroom procedures and conduct

Ability to:

1. Communicate effectively both orally and in writing with children and adults
2. Establish and maintain cooperative and effective working relationships with others
3. Assist certified staff with instruction and related activities for learning
4. Assist students in developing self-help and social skills
5. Perform clerical duties such as filing, duplicating and maintaining records
6. Print and write legibly
7. Make arithmetic calculations quickly and accurately
8. Understand and follow oral and written directions
9. Lift, restrain and discipline students according to approved policies and procedures
10. Work independently
11. Operate instructional and office equipment

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:

1. Support classroom teacher in instructional interaction
2. Support classroom teacher in planning and preparation
3. Interact with students, helping to address individual needs
4. Collaborate with teacher on home visits and required assessments
5. Listen to the student(s) in recitation, reading and other curriculum tasks, guiding and helping them, but not teaching them
6. Work with small groups of students to reinforce material initially introduced by the teacher
7. Prepare lessons and instructional materials for individual students as directed by teacher; maintain daily records of achievement
8. Establish as full as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement
9. Serve as a resource person if requested to the student personnel evaluation team conferring about one of the students to whom assigned
10. Supervise interaction with other children for physical safety reasons
11. Perform a variety of clerical duties such as preparing and duplicating instructional materials, ordering supplies and recording grades
12. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies
13. Participate in appropriate school and district training programs
14. Inspect ROE property and observe activities on ROE property for unsafe conditions which may lead to injury; correct any unsafe practices and conditions and to report all other potential safety hazards to their supervisors.
15. Work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors and other invitees.
16. Obtain CPI certification and keep your certification up to date.
17. Follow the safety guidelines specified in the Safety and Risk Management Plan for ROE #1
18. Perform other tasks and assume other responsibilities as assigned by the building principal