**Paraeducator**

**Position Purpose**

Under the direct supervision of a certified staff member, to assist certified professional staff with students in the classroom to meet instructional goals and objectives or to assist with other duties in the school which add to the overall quality of the school.

**Essential Job Functions**

* Assists and guides students to reinforce reading, language arts, mathematics, computer instruction, and other skills.
* Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
* Assists professional staff in the administration and correction of classroom exercises, tests and assessments.
* Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
* Assists with record-keeping procedures to document student learning and performance.
* Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
* Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
* Accompanies students on field trips for the purpose of assisting with supervision.
* Constructs, copies and distribute and use educational materials as needed.
* Assists teacher with parent contact as requested to foster effective and participatory parent involvement in student education.
* Assists students with special needs in all aspects of classroom instruction to maximize inclusion, learning, achievement of IEP objectives, etc.
* Contributes to the IEP process and serves as resource for the evaluation team as needed.
* Assist students with physical or mental disabilities with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
* Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
* May assist in the training of other paraprofessionals.

**Additional Duties:**

* Assist students with common daily tasks such as eating, dressing, toileting, to include if necessary, diapering.
* Take actions, or assist in taking action, to restrain students who are risk of harming themselves or others by following school/program approved procedures.
* Assist in implementing physical and occupational therapy plans by working with students to increase range of motion, mobility, and positioning.
* Assist guidance, pupil services staff or building administration, as needed.
* Perform any other related duties as assigned **Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

Use standard office equipment, such as personal computers and copiers.

**Travel Requirements**

Travel between schools, or between schools and central offices, may be required for certain positions.

**Knowledge, Skills and Abilities**

* Ability to carry out instructions furnished in written or oral form.
* Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
* Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel).
* Ability to work with a diverse group of individuals.
* Ability to maintain confidentiality of information regarding students, employees and others.
* Ability to establish a supportive and compassionate relationship with students with special needs.
* Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
* Ability to report work orally or in writing to supervisor as required.
* Effective writing and verbal communication skills.

**Physical and Mental Demands, Work Hazards**

* Lift greater than 25 pounds.
* Get from kneeling to standing and standing to kneeling with ease and without outside support.
* Kneel on one knee, both knees.
* Get up and down from floor without assistance.
* Bend from the legs with ease.
* Shuffle quickly on your feet front to back, back to front, side to side.
* Works in standard office, school building environments, and on buses or vans.
* Ability to work outdoors during outdoor student activities.

**Qualifications Profile:** Title I-funded programs

* For Title I-funded programs: (1) a high school diploma plus two years of college credit, or (2) an Associate of Arts degree, or (3) a passing score on the ParaPro.
* Prior experience working with children with disabilities desirable.

**FLSA Status:** Non-exempt

**Date: 9/13/2023**