

PARAEDUCATOR I



Purpose:

The Paraeducator I assists the Teacher in the delivery of an instructional program, through preparation of the classroom and materials, and through working with individual and small groups of students. The Paraeducator I also provides supervision of student activities in order to ensure that the school maintains a safe and orderly environment.

Reports to: Principal or Assistant Principal

Indirectly reports to: Teacher for direction and supervision

Nature & Scope:

The Paraeducator I performs work of a variable nature in accordance with established procedures and guidelines under the general direction of the Teacher. At times this work is under the direct watch of the Teacher, and at other times the work is physically removed from the Teacher. The nature of the work follows established classroom procedures, school procedures, and District regulations. The incumbent interfaces and problem-solves with students, teachers, administrators, department colleagues and parents. Because this job involves continuous interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have adult supervisory responsibilities, but may provide guidance and assistance to regular or temporary employees, as required.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assists in the academic instruction and presentation of instructional materials by individually working with small groups of students, or individual students:
 - a. Reinforcing instruction
 - b. Following up on specific language, spelling, reading, mathematics and other subject-area activities as directed by the Teacher
 - c. Monitoring and overseeing student tasks, practices and assignments in various subjects
 - d. Supports and provides assistance in classroom assignments, homework, and projects.
3. Provides classroom support to the Teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials.
4. Supervises a variety of student activities including playground, cafeteria, bus loading, field trips, and other areas where students gather.
5. May be required to provide assistance for the physical needs of a student by helping with feeding needs, and/or assisting with restroom assistance.

6. Confers with teachers concerning lesson plans and materials to meet student needs.
7. Prepares, administers, and scores various tests and assignments as directed, including proficiency placement tests.
8. Encourages acceptable student behavior and assists in maintaining classroom discipline. Guides and reinforces student understanding of classroom rules and procedures.
9. Assists students by answering questions, providing proper examples, and offering general guidance.
10. Performs a variety of clerical duties using basic office equipment, computers, word processing software, spreadsheets, classroom software, and classroom computer programs:
 - a. Ordering, preparing, administering and correcting instructional materials
 - b. Generating computer documents and duplicating materials
 - c. Preparing lists and other documents, processing forms and applications
 - d. Maintaining student records and files as directed
 - e. Assembling materials, preparing individual profile charts, accounting for students
 - f. Making phone calls of a general nature to parents
 - g. Compiling information and materials and preparing reports as requested
11. Works with accuracy and attention to detail to meet deadlines.
12. Understands and executes oral and written instructions, policies, and procedures.
13. Maintains confidentiality.
14. Maintains effective working relationships with other members of the custodial staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess an Associate's degree, preferably including coursework in working with children in an educational setting.
2. In lieu of Item 1 above, must possess both of the following:
 - a. High school diploma or GED, and
 - b. Passing score on a qualifying state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics. (In order to qualify, this assessment must meet the requirements of the federal *Elementary and Secondary Education Act*. Information about qualifying assessments is available in the Human Resource office.)
3. Must possess an understanding of child development principles and practices.
4. Must be able to communicate effectively with other employees and students using tact, courtesy and good judgment.

5. Must be able to collect data and perform basic mathematical functions.
6. Must be able to communicate in written and spoken English with accuracy and attention to detail. Ability to understand and execute oral and written instructions.
7. Must be able to operate standard office equipment such as computer, word processor, calculator and photocopier.
8. Must be able to pass a criminal background check.

Working Conditions:

The Paraeducator I, works primarily within the classroom and other areas of the school building and grounds where students may congregate. Although the primary work is indoors, the Paraeducator I frequently works outdoors supervising students, in variable weather conditions including inclement weather.

The incumbent must be able to stand and/or walk for long periods of time. The incumbent must be able to observe multiple students across large and small physical spaces and attend to individual student's needs while ensuring that other students are not unattended. The incumbent will need to walk quickly at times, and assume various physical postures associated with instruction and caring for students, including:

- a. Sitting
- b. Pushing and pulling
- c. Lifting up to 75 lbs.
- d. Bending, stooping, twisting, kneeling, reaching
- e. Speaking and hearing often in a noisy environment

Potential exposures include, but are not limited to: blood-borne pathogens; aggressive behavior from students; cold and hot temperatures; and inclement and severe weather. The position involves high level of interaction with children from multiple and diverse backgrounds, many of whom have particular or unique physical and affective needs. Travel to multiple sites may be required. Occasional attendance at meetings or activities outside of the normal worksite may be required.

Work Year: 10-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 14, 2019

Date Revised: November 7, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.