

## JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	3	

JOB TITLE	CONTRACT REFERENCE
Instructional Support Paraeducator	Paraeducator Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Building Principal or Director of Special Services	April 2009

**JOB SUMMARY** The Instructional Support Paraeducator is a district employee who is primarily engaged in direct interaction with one or more pupils for instructional activities according to district-approved curriculum and teacher-approved instructional plan for the student, physical or behavior management, inclusion or other activities. Accommodations and modifications specified on students' IEPs are performed under the direction of a regular or special education teacher or related services provider.

TASK NO.	FREQUENCY BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> <li>• Under the direction of the teacher, enhance academic instruction by explaining assignments, preparing supplementary instructional materials, and by providing extended practice or follow-up instruction.</li> </ul>		A1
2.	<ul style="list-style-type: none"> <li>• Assist the teacher in managing the physical needs of students by helping the student with mobility, dressing, grooming, feeding and toileting.</li> </ul>		A1
3.	<ul style="list-style-type: none"> <li>• Assist the teacher in implementing programs inside or outside the school environment by such activities as carrying out transition plans, integration activities, transporting students on work program, job shadowing, accompany students in hallways, to the bus, on the bus, lunch, to area pre-schools and to mainstream classes.</li> </ul>		A1
4.	<ul style="list-style-type: none"> <li>• Assist school personnel in establishing and maintaining discipline and a safe, healthy learning environment by helping implement behavior management programs, observing, monitoring and recording student behavior, keeping daily student records and assisting with physical restraint in emergency situations. As directed by teacher, implement strategies, deliver reinforcers and consequences for student behavior.</li> </ul>		A1

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**JOB TITLE**

Paraeducator

**CONTRACT REFERENCE**

Paraeducator Master Agreement

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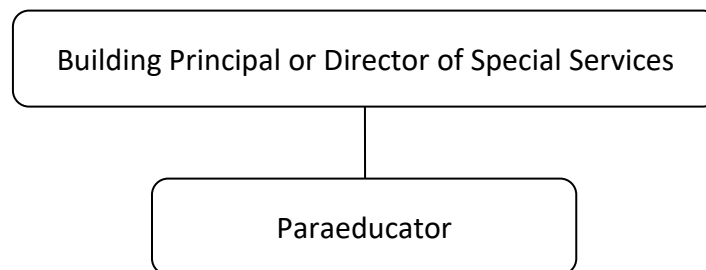
5.	• Assist students in using adapted equipment, computer applications and audio-visual equipment.		A1
6.	• Other duties as assigned.		A1

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. High School Diploma or equivalent
2. Ability to relate to and communicate with staff and students
3. Patience and flexibility in working with special needs students
4. Willingness to expand skills
5. Ability to take direction of supervising teacher
6. Ability to keep information confidential
7. Ability to model and reinforce appropriate verbal and interpersonal behavior

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift and use hands to grasp and feel. The employee must frequently lift and/or move up to 40 pounds, occasionally being required to lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.