

## **Columbia Falls School District #6**

### **SUBSTITUTE PARAEDUCATOR**

**REPORTS TO:** HR Generalist/Building Principal

**ESSENTIAL FUNCTIONS:**

Assists instructional personnel with development in the absence of the regular paraeducator.

Assumes all other duties and responsibilities for a paraeducator during the time the paraeducator is absent.

Tutors students individually or in small groups to reinforce learning activity.

Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.

Assists in supervision of special education students in the classroom, on study trip activities, on the playground, and in bus duty as directed.

Listens to students reading, reads to student, explains words and meanings, rephrases materials, and provide similar learning examples.

May assist student in their personal hygiene and grooming, to include toileting when needed.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Completion of at least two years of study at an institute of higher education.

Ability to follow both oral and written directions and instructions.

Ability to effectively present information and respond to questions from students, parents, staff.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

A variety of electronic and technology devices, copier, fax machine, telephone/voice mail.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside with the possibility of some outside recess duty. The employee is directly responsible for the safety and well-being of students.

The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**History**

Revised on: July 1, 2020

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_