

FRANCIS HOWELL SCHOOL DISTRICT - JOB DESCRIPTION SUBSTITUTE PARAEDUCATOR

Location: ☐ Central Admin. ☐ Becky-David EL ☐ Fairmont EL ☐ J. Weldon EL ☐ FHMS ☐ FHHS ☐ FHHS ☐ ECFEC-Hackmann	☐ Annex ☐ Castilio EL ☐ Harvest Ridg EL ☐ Warren EL ☐ Hollenbeck MS ☐ FHNHS ☐ ECFEC-Central	 □ Burbes □ Central EL □ Henderson EL □ Barnwell MS □ Saeger MS □ FH Union □ ECFEC- Meadows 	 ☑ Daniel Boone EL ☑ Independence EL ☑ ME Byran MS ☑ FHCHS ☑ Heritage ☑ Pkwy
Date (Original): 10/28/08 Date (Revised): 10/28/08 Reports to (Title): Site Administrator			
To be completed by Human Re Organization Title: SUBSTITUT Position Description SHORT: X	E PARAEDUCATOR	Exempt Nonexem Job Code: High School	PG:

JOB SUMMARY/PURPOSE: Under the direction of a certified teacher, performs a variety of classroom, general, and clerical duties related to assisting in the instruction of students; primarily due to class size.

MINIMUM QUALIFICATIONS: Minimum 60 college hours.

Knowledge/Skills – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the treatment of behavioral and affective disorders. Able to verbally communicate clearly information and ideas to others.

Experience – Work experience in school setting assisting with the teaching of others is preferred.

DUTIES/RESPONSIBILITES:

1. Conducts non-instructional classroom duties under the supervision of the teacher so that instruction is implemented in an efficient and effective manner.

Examples of work performed:

- A. Maintains daily student attendance records.
- B. Duplicates materials, type or word process information, except for confidential student-related material and information (see appendix for restrictions regarding special education paraeducators).
- C. Corrects student papers.
- D. Sets up and operates audiovisual equipment and computers if needed.
- E. Makes arrangements to use instructional materials from various sources in the building.
- F. Makes instructional materials.
- G. Accompanies students on field trips (if required).
- H. Places work and assignments on chalkboard.

DUTIES/RESPONSIBILITES: (continued)

2. Performs general duties under supervision of teacher in order to enable and enhance student performance and safety.

Examples of work performed:

- A. Escorts students to and from various locations in the building depending upon the needs of the individual student(s).
- B. Accompanies and supervises students during outdoor or indoor recess and in hallways.
- C. Assists students to and from buses before and after school.
- D. Accompanies students to cafeteria and supervises during lunch periods.
- E. Assists students to assemblies and assists in seating and supervising.
- F. Assists students during emergency drills (e.g. fire, tornado)
- G. Accompanies students to classes and assists them in meeting the requirements of procedures and instruction.
- H. Monitors the safety of students in corridors and other general access areas of the school.

3. Performs classroom instructional activities under supervision of teacher to ensure that all students are academically challenged.

Examples of work performed:

- A. Works with an individual student or small group of students utilizing the teacher's lesson plan.
- B. Monitors and reinforces learning of all students.
- C. Helps students in performing activities designed by the teacher.
- D. Assists students with supplementary work.
- E. Assists with the implementation of behavior management programs designed by the teacher.
- F. Assists in monitoring and reinforcing positive student behavior and discipline procedures for students as defined by the school, the classroom and/or the Individual Education Program.

PHYSICAL DEMANDS: (see Physical Demands Checklist, attached)

WORK ENVIRONMENT / CONDITIONS:

May be required to work outdoors for an extended period of time in a variety of weather conditions.

EQUIPMENT / TOOLS USED:

Coy machine, fax machine, laminator, computer (preferred).

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

As needed, must maje use of PPE and universal precaustion techniques to avoid exposure to blood and body fuilds.

TERMS OF EMPLOYMENT: Acceptance of assignment

Prepared by: Kathie Atchison Approved by: David Kuhar

Job Title: Subfinder Specialist

Job Title: Dir. Human Resources, Non-Cert Personnel

The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.