

## PARAEDUCATOR I – GENERAL EDUCATION

Classification: Instructional – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for instructional assistant positions with similar duties, responsibilities, classification and compensation. Instructional assistants assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

The incumbent performs a variety of instructional and classroom support and student supervision duties to assist the school and teachers in instruction, supervision, and education of students.

### **Part II: Supervision and Controls over the Work:**

Instructional assistants work under the day-to-day direction of the staff member(s) supported, and under the direct supervision of the Principal or Principal Designee. Teachers provide specific directions and oversight of instructional support. Principal or Principal Designee provides training, direction, and guidance governing the performance of school-wide duties. Para-educators are responsible for being familiar with the school/district policies and procedures which govern their work.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Works collaboratively by assisting teachers in assessment, supporting curriculum, student interactions, enforcing safe behaviors, and enhancing social growth of student in the school setting.
2. May work with English Language Learners (ELL) by using English, and a second language if able, to assist ELL students in learning.

3. Provide limited first aid when necessary. Assess injury to determine whether nursing care is needed. Maintain knowledge of students that may have medical concerns to remain aware of potentially dangerous situations for their individual condition.
4. When communicating with students, parents, community members and other staff members exercises discretion and assures protection of student confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
5. Oversees student safety, hallway supervision, etc. Takes steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
6. Provides instructional support and tutoring to students in large groups, small groups, and one-on-one situations.
7. Documents behavior and progress of students to assist teacher in assessing progress with education plans. Maintain, or assist in maintaining, student weekly progress reports.
8. Perform clerical duties such as making copies, operating office equipment, answering telephones, ordering materials, and record keeping.
9. May provide instructional assistant duties in a large classroom setting (e.g., 50 students) which includes responsibility for student management.
10. May provide toileting and personal hygiene related duties for students requiring such help. This includes helping wash hands, helping with toileting, helping get paint off of clothes/body, helping tie shoes, helping change wet/soiled clothes, etc.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Successful completion of an Associate's Degree or two years of post-high school education in appropriate and related areas of study. The education requirement may be substituted as the sole discretion of the District by successfully passing the written Educational Testing Service competency examination.

- May be required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Able to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
- Able to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Be or become knowledgeable and supportive of classroom management and student discipline procedures.
- Proficiency in the proper use of the English language to include annunciation, spelling, and syntax to assist and model proper language usage by students.
- Able to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.
- Skill in the use of office and computer equipment and use standard office software and student information system software.

**Part V: Desired Qualifications:**

- Bachelor Degree in an appropriate and related field of study.

- Two years of experience that demonstrates the ability to work successfully with children in a learning environment.
- Bilingual and bicultural skills in such common languages to the District as Spanish, Korean, Russian and Vietnamese (to be determined by the specific position).

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee is occasionally exposed to outdoor weather to include wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.