

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

INSTRUCTIONAL PARAEDUCATOR

PRIMARY PURPOSE:

To assist with the delivery of instructional and non-instructional services for eligible students. Responsibilities vary with the individual assignment, but typically include instruction of students, behavior management, preparation of materials, testing, record keeping and supervision of students.

ESSENTIAL JOB DUTIES:

1. Instructs children individually or in small groups on a variety of subjects, as assigned; compiles, reviews, and records student assignments and progress.
2. Supervised students in the classroom, lunchroom, during detention, recess, and monitors students entering or leaving the building, between classes, and /or boarding busses.
3. Assists teacher in areas including, but not limited to, classroom management, organizing learning materials, and the preparation of student progress reports.
4. Administers district tests, and records student scores.
5. May instruct various small groups of students as assigned.
6. Will be assigned to work in various locations throughout the school.
7. Maintains a high degree of confidentiality with regard to all district related matters and records; provides a friendly, open, safe and service oriented atmosphere.
8. Provides assistance to other staff, as needed.

OTHER JOB DUTIES:

1. Performs related duties consistent with the scope of the position as described.

WORKING RELATIONSHIPS:

Works directly under the supervision of the building principal or designee. Works closely with the classroom teacher(s) and other instructional assistants. Interacts daily with students and school staff. Interacts with district program staff and to varying degrees with parents.

WORKING CONDITIONS

The daily instructional activities are performed in a classroom setting. Supervision responsibilities may be performed in a variety of settings inside or outside the school building. Materials and equipment are frequently transported to various locations during the workday. The instructional assistant works with at-risk students of various academic and social deficits, which may include anti-social behaviors. The employee may be exposed to infectious diseases.

QUALIFICATIONS:

1. Knowledge of childhood academic, social and physical development.
2. Some knowledge of effective methods and techniques for working with students.
3. Knowledge of assigned subject areas.
4. Ability to: establish positive relationships with and instruct school-aged youth.
5. Obtain, clarify and exchange information.
6. Organize and coordinate activities with assistance of classroom teacher.
7. Establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse socio-economic setting.
8. Exercise sound, independent judgment, including handling of confidential matters.
9. Keep work organized and carry out duties effectively and efficiently, including the ability to appropriately set priorities.
10. Work effectively under pressure.
11. Communicate clearly and concisely, with courtesy and respect.
12. Adapt to new or different conditions.
13. Be dependable, including good habits in attendance and punctuality.
14. Be flexible and to adapt to changes in plans or activities on short notice.

Education and Experience

Associate’s degree or 72 credit hours of post secondary education or passing state test to demonstrate knowledge and ability to assist in instructing students; one year of prior experience working with school-aged youth, preferably in a classroom setting; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work and that meets federal and state requirements.

Licensing and Certification

Highly Qualified as per No Child Left Behind (NCLB) standards.

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

Union Affiliation/Classification

PSE/Para

FLSA Status

Non-exempt

Wage Range

PSE

Job History

Created: 8/07

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements.