

Alternative Programs Support Paraeducator

Purpose Statement:

The purpose of this position is to assist with the delivery of instructional services for eligible students in alternative programs. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, planning, preparation of materials, testing, and record keeping.

Essential Functions

- Instructs students individually or in a small group setting under the direction of certificated employee(s)
- Adapts lessons and activities with teacher approval, to be used to supplement classroom activities and instruction
- Assists in the evaluation of student needs and in the preparation of appropriate materials and lessons in collaboration with certificated personnel
- Assists and/or instructs students in computer usage and operation
- Maintains and/or assists with student discipline, and maintenance of positive student behavior
- Prepares materials and supplies for supplemental activities
- Completes required forms and paperwork, including student placement materials
- Develops and maintains student records including required ranking sheets, student progress reports, program correspondence, parental notification correspondence and other related documents
- Documents and reports incidents
- Prepares materials using copy machine, laminator, etc.
- Engages with students in school environment
- Maintains and/or assists with student discipline including maintenance of positive student behavior
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

Other Functions

- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Intermediate knowledge and skills required to perform assigned tasks
- Intermediate experiential skills required to perform assigned tasks
- Standard communication of basic information in oral and written form
- High school level curriculum knowledge and skills required
- Able to perform all job functions in complex situations

Responsibility

- Tasks requires independent judgment without consultation of supervisor or administrator
- Tasks are performed with discretions, and within general established parameters
- Works independently with minimal supervision
- Occasionally required to resolve unexpected issues

- Regular discretion and access to confidential information
- High risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work and that of others or students
- Reporting required within building or program
- Collects and some assessment of data or reporting

Working Conditions

- Moderate Interruptions
- Moderate Deadlines
- Frequent emotionally charged interactions
- Requires moderate safety precautions
- Limited to infrequent risk/exposure to weather conditions
- Infrequent to limited risk/exposure to human borne pathogens
- Work regularly performed under moderately adverse conditions
- Limited to moderate exposure to noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance