

School Support Paraeducator

Purpose Statement:

The purpose of this position is to monitor students on school grounds enforcing rules, providing for a safe environment and reporting behavior incidents to principal or teacher; may assist with instructional materials; other duties may be assigned.

Possible Positions

- Building Duty Paraeducator
- Bus/Crossing Guard Paraeducator
- In School Suspension Paraeducator
- Playground Paraeducator
- Walking School Bus Paraeducator

Essential Functions

- Monitors students
- 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

- Basic knowledge required to perform assigned tasks
- Basic experiential skills required to perform assigned tasks
- Standard communication of basic information in oral and written form
- Able to perform all job functions in routine situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Tasks are performed within established routines
- Works independently with minimal supervision
- Occasionally required to resolve unexpected issues
- Regular discretion and access to ordinary information
- Moderate to high risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work product
- Reporting required within classroom or building
- Limited Data management under close supervision

Working Conditions

- Few to frequent Interruptions
- Limited to moderate Deadlines
- Few to frequent emotionally charged interactions
- Requires moderate safety precautions
- Limited to frequent risk/exposure to weather conditions
- Infrequent to limited risk/exposure to human borne pathogens
- Work regularly performed under moderately adverse conditions
- Moderate to frequent exposure to noise
- Moderate to frequent standing (31-61+%)
- Limited lifting (1-10 lbs. / seldom)
- Limited carrying (1-10 lbs. / seldom)
- Limited climbing
- Limited stooping and bending
- Limited twisting
- Limited fine dexterity
- Limited pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance