

## Special Education - Resource Paraeducator

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### **Purpose Statement:**

The purpose of this position is to assist with the delivery of instructional services in the special education program. Responsibilities vary with the individual assignment, but typically include instruction of students, monitor student behavior, student hygiene, and preparation of materials, testing, and data collection/reporting.

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### **Essential Functions**

- Instructs/tutors students individually or in a small group setting in resource as well as gen. ed. classes under the direction of certificated employee(s)
- Acts as an instructional resource for classroom teachers
- Assists in the evaluation of student needs and in preparation of appropriate lessons and materials in collaboration with certified personnel
- Helps prepare and assemble homework activities for students under the direction of certificated employee(s)
- Facilitates student involvement in school activities
- Assists and/or instructs students in computer usage and operation
- 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, building emergency drills, community access, vocational services and special programs
- Assists students with building emergency drills

### **Other Functions**

- May attend building meetings and events i.e. staff meetings, open house, and/or related in-service activities/workshops
- May serve on building committees
- May attend program meetings and events, i.e. department meetings, open house, and or related in-service activities/workshops
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- 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 complex information in oral and written form
- High school level curriculum knowledge and skills required
- Able to perform all job functions in routine situations

### **Responsibility**

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results
- Occasionally required to resolve unexpected issues

- Occasional discretion and access to confidential/privileged information
- Moderate risk or impact if errors are made

### **Planning & Organizing**

- Planning/organization of own work in coordination of work of others
- Reporting required within classroom or building
- Collecting and some assessment of data or reporting required

### **Working Conditions**

- Few Interruptions
- Limited Deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Infrequent risk/exposure to human borne pathogens
- Work requires normal safety precautions
- Limited exposure to swimming pools
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited transferring of students
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity
- Limited pushing and/or pulling
- Limited toileting
- Limited diapering

### **Required Testing**

Successfully pass the Paraeducator Test

### **Clearances**

Criminal Justice Fingerprint/Background Clearance