

Inter-Lakes School District

Job Description



Title: Special Education Paraeducator	Date Revised: July 1, 2019
Classification: Support Staff	Terms of Employment: 185 days
Reports To: Assigned Classroom Teacher, Special Education Case Manager, Building Principal, Assistant Principal	Supervises: n/a

QUALIFICATIONS:

Minimum education of High School Diploma or equivalent.

Experience working with children in a variety of settings; school setting preferred.

JOB OBJECTIVE:

The Special Education Paraeducator provides assistance for students under the professional guidance and supervision of the classroom teacher, case manager and building administrators. Special Education Paraeducators work in district schools and in some cases alternative settings per the student's Individual Education Plan (IEP). Special Education Paraeducators work with students individually or in small groups by providing basic instruction in abilities and skills developmentally appropriate to the student(s).

ESSENTIAL JOB FUNCTIONS*:

- Instructs students in specific IEP objectives under supervision of special education case manager and the classroom teacher.
- Provides enrichment and reinforcement of skills and concepts taught as part of the curriculum making modifications as needed.
- Monitors the progress of students providing documentation as necessary.
- Serves as individual aide/assistant to children requiring one-on-one assistance.
- Assists the classroom teacher with the preparation of instructional materials for the purpose of enhancing learning activities.
- Follows lesson plans prepared by special education case manager and/or the classroom teacher for the purpose of implementing IEP goals.
- Implements required behavior management programs consistently under the direction of a teacher for the purpose of maintaining a safe and effective learning environment.
- Implements instructional programs and lesson plans (e.g. reading, writing, mathematics, etc.) under the supervision of classroom teacher/case manager.
- Provides reinforcement of specific therapies.
- May be requested to attend staff/parent conferences, in-service programs and other meetings.
- Assists co-workers.
- Establishes and maintains effective communication and cooperative professional relationships with school colleagues for the purpose of supporting students.
- Monitors individual and or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Accepts assignments in a cooperative manner.
- Works to keep informed of school issues.
- Demonstrates independence and show initiative.
- Maintains a good record of attendance and punctuality.
- Maintains confidentiality of the work place.
- Understands and complies with all school policies and procedures.
- Demonstrates positive and respectful interactions with students.
- Maintains appropriate self-control when dealing with students.
- Supervises and supports students during transitions (e.g. hallways, specials, etc.) for the purpose of ensuring safe

movement throughout the learning environment.

- Communicates to administration any safety concerns.
- Performs other related duties as assigned.

WORKING CONDITIONS:

Primary setting is classrooms, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**