

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Instructional Para Educator
Date Prepared or Last Modified: December 11, 2015. Reviewed 12/2021
Work Year: 9 Month
Department: Elementary and Secondary Schools
Reports To: Principal

SUMMARY: Assist classroom teachers with the instruction of individual and small groups of students in all academic areas in inclusive classrooms. Assist with planning and instruction, supervising students, preparing materials, recording student progress, testing students, performing clerical duties, communicating with parents, and administering basic first aid as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

D 40% Assist with planning and instructing individual and small groups of students in all academic areas in inclusive classrooms.

D 40% Supervise and instruct individual and small groups of students without a certified teacher present for purposes of tutoring and other activities.

D 5% Supervise students in the lunchroom, on the playground, and during other various student activities to ensure the safety and security of students.

D 5% Prepare various materials used in classrooms, including designing, copying, binding etc.

W 5% Assist with student data collection that includes daily student work cum folders, portfolios, report cards, and recording assessment data.

W 4% Administer tests to determine academic skill levels as directed by certified instructors.

Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: 1 year of related experience and life experience working with children in groups. Prefer experience instructing individuals or a small group of students in reading, writing or math.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math and accounting skills; personal computer, keyboarding and word processing skills. Good oral and written communication, English language, interpersonal relations, customer service and public relations; critical thinking and problem solving; and organizational skills. Ability to manage confidentiality in all aspects of a job, manage multiple priorities, manage multiple tasks with frequent interruptions, and the ability to diffuse and manage volatile and stressful situations.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required. CPR/First Aid certifications preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities; however, this position is responsible for supervising students in the classroom and lunchroom, on the playground, and during other various student activities. Acts a resource for teachers by assisting with his/her duties within the classroom and for parents by providing feedback regarding child's progress.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made

to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to walk, and reach with hands and arms. The employee frequently is required to sit; use hands to finger, handle or feel; talk, and hear. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. There are no special vision requirements.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.