

## Intervention Program/ Elementary Overload Paraeducator

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### **Purpose Statement:**

The purpose of this position is to follow the direction of the certificated teacher to engage eligible students in delivering instruction, remediation, enrichment and extension activities. Responsibilities vary with the individual assignment, but typically include tutoring students, supporting student discipline, preparing materials, providing testing proctoring/assistance, and assisting the teacher with record keeping.

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### **Essential Functions**

- Tutors students individually or in a small group setting as directed by the certificated employee(s)
- Assists in the evaluation of student needs and in the preparation of appropriate materials and lessons in collaboration with certificated personnel
- Acts as an instructional resource for classroom teachers
- Communicates student needs to certificated teachers and other classified personnel
- 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 in computer usage and operation
- Maintains positive student behavior
- 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
- May assist the teacher with student assessments
- Performs other related duties as assigned

### **Education**

- High school diploma or equivalent
- Must meet minimum state requirements for Paraeducators

### **Knowledge and Skills**

- Full working knowledge and skills required to perform assigned tasks
- District/State assessment training required
- Intermediate experiential skills required to perform assigned tasks
- Intermediate oral/written communications required
- Responsibilities require intermediate curriculum skills
- The job occasionally is required to function in complex situations

### **Responsibility**

- Tasks require some independent judgment with consultation of supervisor or administrator
- Assigned tasks are filled with discretion, and within general established parameters
- Decisions are made to achieve structured results
- Occasionally required to resolve unexpected issues
- Occasional discretion and access to confidential/privileged information
- Limited 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

## **Working Conditions**

- Moderate Interruptions
- Limited Deadlines
- Few emotionally charged interactions
- Work requires moderate safety precautions
- Infrequent risk/exposure to human borne pathogens
- Work requires normal safety precautions when working with students
- Limited 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 climbing
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity

## **Required Testing**

Successfully pass the Paraeducator Test

## **Clearances**

Criminal Justice Fingerprint/Background Clearance