

Title I Paraeducator

Purpose Statement:

The purpose of this position is to assist with the delivery of instructional services for eligible students in the remedial program. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, planning, preparation of materials, testing, and record keeping.

Essential Functions

- Instructs students individually or in a small group setting under the direction of certificated employee(s)
- Adapts lessons and activities with teacher approval, to be used to supplement classroom activities and instruction
- Assists in the evaluation of student needs and in the preparation of appropriate materials and lessons in collaboration with certificated personnel
- Assists and/or instructs students in computer usage and operation
- Maintains and/or assists with student discipline, and maintenance of positive student behavior
- Assist students with building emergency drills
- Follows guidelines as specified by the Title I program monitoring standards
- Scores standardized student tests
- Prepares materials and supplies for supplemental activities
- Completes required forms and paperwork, including student placement materials
- Develops and maintains student records including required ranking sheets, student progress reports, program correspondence, parental notification correspondence and other related documents
- Prepares for and assists with program audits
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

Other Functions

- May attend program meetings and/or related in-service activities
- 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
- 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
- Some experiential skills required to perform assigned tasks
- Moderate oral/written communication required
- Primary level responsibilities require advanced curriculum skills
- The job occasionally is required to function in complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Works independently with minimal supervision
- Seldom required to resolve unexpected issues
- Regular 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
- 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 when working with students
- Limited exposure noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Moderate stooping and bending
- Limited twisting
- Moderate fine dexterity

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance