

MLS School District

Job Description

Position: Paraeducator

Reports to: Building Principal

General Description of a paraeducator: Under the direction and supervision of the licensed/certified staff, all paraeducators perform tasks related to the instruction and supervision of students; to perform routine and supportive tasks for instructional personnel; and relative duties as assigned by supervisor. A desire and ability to work with students is essential in this position. Specific assignments consist of a combination of several duties. Assignment can change from time to time.

Essential Duties and Responsibilities include the following: Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitor student activities such as practice, test-taking, etc. after lesson has been given by the teacher
- Monitor student behavior and assist in maintaining an orderly classroom for the purpose of providing an optimum learning environment, including students with disabilities.
- Perform supportive tasks for teachers such as correct papers, record grades, prepare supplemental materials as assigned.
- Supervise students in a variety of settings before, during and after school
- Perform positive behavior support and management
- Work with students individually or in small groups on specific learning tasks and objectives
- Interact with special needs students in a warm and understanding manner
- Provide personal care or assist students with the necessary self-help requirements
- Know & follow health, safety and emergency procedures of the district
- Work as a positive team member
- Work cooperatively and communicate successfully with staff, students and parents
- Demonstrate a commitment to the education of all children
- Observe strict confidentiality regarding student and personnel
- Adapt to a variety of working situations and continue to learn new skills
- Practice professional growth and a growth mindset
- Demonstrate professionalism through conduct, punctuality and minimal absences
- Other duties as assigned

Qualifications: Required: H.S. diploma and completion of para training courses (program).

Desired: AA degree or higher

Language skills: ability to read, comprehend and interpret documents, such as safety rules, operation instructions, procedure manuals, teacher lesson plans, district and building handbooks and policies. Ability to follow instructions in written and oral form. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions. Ability to write effectively in English.

Mathematical Skills: Ability to apply concepts in basic mathematics. Higher ability required to work specifically in certain math classrooms

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, or list form.

Physical Demands: Be able to walk, stand, sit and crouch or kneel. Use hands to handle, finger, or feel objects, tools or controls and frequently bend or twist at the neck and trunk. Exert or lift up to 25 lbs. Perform specific vision abilities that include close vision, distance vision, peripheral vision. Employee may need to physically restrain a student and or provide custodial care.

Terms of Employment: Work hours per day:

Salary:

Benefits:

Evaluation: Done annually by immediate supervisor/principal

Background Check- Must submit a background/fingerprint check

Other qualifications, skills and abilities

- Ability to practice ethical and professional standards of conduct
- Ability to assist in identifying specific behavioral triggers that lead to escalation of student's behavior.
- Awareness and acceptance of diversity among students and staff
- Knowledge and application of the elements of effective instruction
- Understand differing roles and responsibilities of certified staff and paraeducators
- Ability to assist with basic computer skills
- Ability to work independently
- Ability to motivate students
- Ability to remain flexible in work
- Willingness to work in a variety of weather conditions for recess or bus supervision
- Ability to use sound judgment in the absence of a teacher or administrator
- Ability to maintain a positive attitude at all times