

Monroe-Gregg School District Role Description



Job Title: Digital Curricula Paraeducator
Location: Monrovia School of Integrated Technology
Job Group: Classified- Non- Exempt (Instructional Days)
Reports to: Alternative Education Director

Digital curricula paraeducators provide facilitation, supplemental instruction, and oversight of original credit and credit recovery coursework in all academic content areas for grades 9-12. Instruction includes individualized and systematic lesson plans to assist students with intervention or proficiency needs in an effort to increase on time graduation rates and to encourage post-secondary success. Classroom instruction is for approximately fifteen (15) students per period for seven (7) class periods. Weekly service hours are forty (40) hours per week.

Essential Responsibilities:

- Facilitates online learning modules, activities, assignments, assessments, and supplemental curriculum in collaboration with the digital curriculum.
- Grades coursework and monitors student progress during digital learning period blocks.
- Designs and conducts learning experiences that supplement coursework per the course of study and Indiana Academic Standards.
- Prepares and organizes the instructional space, materials, and equipment to support student learning.
- Integrates social emotional learning and academic success strategies into learning experiences.
- Supports all aspects of student support to include individualized education plans, 504 plans, and behavioral interventions by modifying lessons and assessments in alignment with approved accommodations.
- Provides timely feedback on classwork and assessments to allow students to improve skills necessary for post-secondary success.
- Collaborates and communicates with colleagues, students, and parents/guardians to determine strategies and best practices for improving student achievement.
- Reports student progress and credits earned to the alternative education director and guidance counselors.
- Maintains high standards of student conduct by adhering to the student handbook.
- Actively attends to classroom management issues and concerns.
- Encourages students with a positive personal attitude to utilize every opportunity for a constructive learning experience.
- Assists in maintaining a safe and healthy learning environment for students that includes following prescribed district policies and procedures.
- Participates in development training to improve job performance.
- Remains proficient in the use of educational software (i.e., Edmentum, Go Guardian, Skyward, etc.).
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regard to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training and drills to stay knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the alternative education director regarding issues and concerns.
- Other duties as assigned by the alternative education director.

Essential Qualifications:

- High school diploma or equivalent.
- Must pass a criminal background check and drug screen per district policy.
- Must meet all qualifications set forth by the Indiana Department of Education.
- Prior professional experience working in a high school setting is required.
- Must perform the functions of the role with limited supervision and maintain a professional demeanor at all times.
- Must communicate effectively with a variety of individuals including students, staff, and parents/guardians.
- Must demonstrate proficiency with technology to include web-based productivity and collaboration tools (Microsoft, Google, etc.)

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required regularly.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 40 pounds.

Environmental Conditions:

Works in a school building around others. The noise level can be moderate. The employee has an average risk of exposure to blood and bodily fluids/tissues and communicable diseases. Employee(s) may be exposed occasionally to disagreeable conditions involving student/parental contact. Restraining disruptive or physically dangerous students within the guidelines of Crisis Response Team (CRT) training may be required.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.