

Inter-Lakes School District Job Description



Title: Classroom Paraeducator	Date Revised: August 16, 2023
Classification: Support Staff	Terms of Employment: 185 days
Reports To: Assigned Classroom Teacher, Building Principal, Assistant Principal	Supervises: n/a

QUALIFICATIONS:

1. Minimum education of High School Diploma or equivalent.
2. Experience working with children in a variety of settings; school setting preferred.
3. Must earn Paraeducator II License within one year from date of hire.

JOB OBJECTIVE:

Working under the general direction of the Classroom Teacher and building administrators, the Classroom Paraeducator will assist with a variety of tasks in the classroom and will assume supervisory responsibilities for students in the lunchroom, on the playground, in classrooms, or in other areas in the building as needed.

ESSENTIAL JOB FUNCTIONS*:

1. Complete tasks in a timely and accurate manner.
2. Demonstrate and utilize basic typing/keyboarding/technological skills.
3. Look for ways to assist co-workers and work toward a productive team approach.
4. Communicate effectively and positively with all people (students, staff, parents, etc.).
5. Identify potential problems and effectively participate in their solution.
6. Accept assignments outside normal duties in a willing and cooperative manner.
7. Is prepared to perform duties from start to finish of assigned shift.
8. Assists the classroom teacher with the preparation of instructional materials for the purpose of enhancing learning activities.
9. Implements required behavior management programs consistently under the direction of a teacher for the purpose of maintaining a safe and effective learning environment.
10. Establishes and maintains effective communication and cooperative professional relationships with school colleagues for the purpose of supporting students.
11. Monitors individual and or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
12. Accepts assignments in a cooperative manner.
13. Works to keep informed of school issues.
14. Demonstrates independence and show initiative.
15. Maintains a good record of attendance and punctuality.
16. Maintains confidentiality of the work place.
17. Understands and complies with all school policies and procedures.
18. Demonstrates positive and respectful interactions with students.
19. Maintains appropriate self-control when dealing with students.
20. Supervises and supports students during transitions (e.g. hallways, specials, etc.) for the purpose of ensuring safe movement throughout the learning environment.
21. Communicates to administration any safety concerns.
22. Performs other related duties as assigned.

WORKING CONDITIONS:

Primary setting is classrooms, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**