

CTE Paraeducator

Purpose Statement:

The purpose of this position is to assist with the delivery of instruction to students, and classroom assigned duties. Responsibilities vary with the individual assignment, but typically include working with students in Career & Technical Education classes, preparation of materials, and grading papers.

Essential Functions

- Instructs students individually or in a small group setting under the direction of 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
- Adapt lessons and activities with teacher approval, to be used as classroom activities and instruction
- Prepares and assemble homework activities for students
- Assists and/or instructs students in computer usage and operation
- Documents standardized student test scores
- Maintains positive student behavior
- Assists with the supervision of students during building activities, such as assemblies and special programs
- 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
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Basic knowledge required to perform assigned tasks
- Basic experiential skills required to perform assigned tasks
- Standard communication of moderately complex information in oral and written form
- High School level curriculum knowledge and skills required
- Able to perform all job functions in routine situations

Responsibility

- Tasks require limited independent judgment
- Tasks are performed within established routines
- Approval is needed before deviating from routines
- Seldom required to resolve unexpected issues
- Regular discretion and access to ordinary 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
- Collects data under close supervision

Working Conditions

- Moderate interruptions
- Limited deadlines
- Few emotionally charged interactions
- Requires moderate safety precautions
- Infrequent risk/exposure to human borne pathogens
- Frequent exposure to noise
- Frequent exposure to fumes
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Limited fine dexterity

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance