

Elementary Class Size Support Paraeducator

Purpose Statement:

The purpose of this position is to assist with the delivery of instruction to students. Responsibilities vary with the individual assignment, but typically include tutoring students and preparation of materials.

Essential Functions

- Tutors 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
- Prepares and assemble materials in support of classroom teachers
- Assists students in computer usage and operation
- 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 basic information in oral and written form
- Intermediate level curriculum knowledge and skills required
- Able to perform all job functions in routine situations

Responsibility

- Tasks require limited independent judgment
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results
- Seldom required to resolve unexpected issues
- Occasional discretion and access to confidential/privileged information
- Limited risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work product
- Reporting required within classroom or building
- Limited data management

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
- Requires normal safety precautions
- Limited exposure to noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited climbing
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance