

Highly Capable Program Paraeducator

Purpose Statement:

The purpose of this position is to follow the direction of the certificated teacher to engage eligible students in the K-2 Highly Capable Program (Young Scholars) in enrichment and extension activities. Responsibilities vary with the individual assignment, but typically include tutoring students, supporting student discipline, preparing materials, providing testing proctoring/assistance, and assisting the teacher with record keeping.

Essential Functions

- Tutors students individually or in a small group setting as directed by the certificated employee(s)
- Communicates student needs to certificated teachers and other classified personnel
- Maintains and/or assists with student discipline including maintenance of 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
- May assist the teacher with student assessments for the Highly Capable Program
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Intermediate knowledge and skills required to perform assigned tasks
- Advanced experiential skills required to perform assigned tasks
- Adaptive communication of complex information in oral and written form
- High school level curriculum knowledge and skills required
- Able to perform all job functions in complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Assigned tasks are filled with discretion, and within general established parameters
- Works independently with minimal supervision
- Seldom required to resolve unexpected issues
- Regular discretion and access to confidential/privileged information
- Limited risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work and that of others or students
- Reporting required within building or program
- Collecting and some assessment of data or reporting required

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
- Work requires normal safety precautions
- Limited exposure to noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Frequent prolonged sitting (61+%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity
- Limited pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance