

## **Title I Paraeducator**

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### **Purpose Statement:**

The purpose of this position is to assist with the delivery of instructional services for eligible students in the remedial program. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, planning, preparation of materials, testing, and record keeping.

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### **Essential Functions**

- Instructs students individually or in a small group setting under the direction of certificated employee(s)
- Adapts lessons and activities with teacher approval, to be used to supplement classroom activities and instruction  
Assists in the evaluation of student needs and in the preparation of appropriate materials and lessons in collaboration with certificated personnel
- Assists and/or instructs students in computer usage and operation
- Maintains and/or assists with student discipline, and maintenance of positive student behavior
- Assist students with building emergency drills
- Follows guidelines as specified by the LAP program monitoring standards
- Scores standardized student tests
- Prepares materials and supplies for supplemental activities
- Completes required forms and paperwork, including student placement materials
- Develops and maintains student records including required ranking sheets, student progress reports, program correspondence, parental notification correspondence and other related documents
- Prepares for and assists with program audits
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

### **Other Functions**

- May attend program meetings and/or related in-service activities
- 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**

- Intermediate knowledge and skills required to perform assigned tasks
- Intermediate experiential skills required to perform assigned tasks
- Standard communication of 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 some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results

- Occasionally required to resolve unexpected issues
- Occasional discretion and access to confidential/privileged information
- Moderate 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
- 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 swimming pools
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Limited transferring of students
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity
- Limited pushing and/or pulling
- Limited toileting
- Limited diapering

### **Required Testing**

Successfully pass the Paraeducator Test

### **Clearances**

Criminal Justice Fingerprint/Background Clearance