8/18

PARAEDUCATOR JOB DESCRIPTION

**Position:** Instructional paraeducator

**Reports to:** Special education teacher, regular education teacher, building principal and NEKESC administrators.

**Goal of Job:** Assist teachers in providing appropriate special education programs that are of good quality. The paraeducator will free the teacher from routine tasks in the educational setting by assisting in student instruction and supervision.

**Duties:** 1. Assist students in performing activities that have been planned and

 inititated by the teacher.

 2. Provide individual assistance with academic tasks, interactions with

 other students, and other school activities.

 3. Assist in supervising students in general education classrooms, resource

 rooms, on the playground, lunchroom, bathroom and other school or

 community environments.

 4. Carry out any behavior intervention plans or students assistance plans

 developed by the supervising teachers or IEP team.

 5. Assist in preparing instructional materials.

 6. Collect student performance data as directed by the teachers.

 7. Keep records as directed by the teachers.

 8. Assist in entering data for computerized education programs and

 records.

 9. In emergency or unusual situations, assume duties of another

 paraeducator, including assisting with daily living skills and self care.

 10. Report to supervising teachers and/or administrators any problems or

 questions regarding the assigned students and their educational

 programs.

 11. Be aware of and follow all policies and regulations of the assigned

 school district and Northeast Kansas Education Service Center.

 12. Be aware of and follow all policies and regulations regarding the

 confidentiality of student information.

**Evaluation:** Evaluation of the instructional paraeducator will be conducted jointly by the supervising teacher(s) and the building principal.

EMPLOYMENT STANDARDS:

General Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training: Requires high school diploma or general education degree (GED). Prefer two years of college in related field and/or two years of related experience. Ability to work as part of a team. Requires some knowledge of developmental disabilities. Good rapport with parents, children and staff is essential. Must have a positive attitude about remediation of handicapping conditions and be willing and able to accept individual differences in children. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure. Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates, Licenses, Registrations: Valid driver’s license (safe driving record, Department of Motor Vehicles check).

Physical Demands: While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand (sometimes for extended periods); walk (sometimes for extended distances, ex. Field trips); and use hands to finger, handle, or feel objects, tools, or controls. The employee must frequently lift and/or move up to 50 pounds. Position may require daily travel within assigned area.

Work Environment: The noise level in the work environment is usually moderate.

Salary Range: Determined by Keystone para-educator wage scale. Non-exempt hourly position.