

Instructional Support Para Educator

Purpose Statement

The job of Instructional Support Para Educator is done for the purpose/s of working with students, under the guidance of licensed staff members, to provide supervision and instruction of students to support building needs and goals.

Essential Functions

- Adapts lessons or materials (e.g. based on grade levels and varied student abilities, etc.) for the purpose of providing support for assigned students.
- Administers assignments for the purpose of supporting students and/or teachers in the instructional process.
- Administers assessments for the purpose of evaluating and monitoring the students' progress.
- Attends meetings and professional learning events for the purpose of acquiring and/or conveying information relative to job functions.
- Collaborates with staff for the purpose of providing necessary support and information related to the students' progress and/or implementing/modifying students' objectives.
- Implements instruction, under the supervision of licensed staff members, for the purpose of helping students reach academic and/or social-emotional goals and grade level standards.
- Maintains and organizes equipment (including technology), materials (virtual and print), and work areas for the purpose of ensuring availability of items and/or creating an inviting learning space.
- Monitors individual and/or groups of students during assigned periods for the purpose of providing a safe and positive environment conducive to learning.
- Performs record keeping and clerical functions (e.g. copying, inventorying materials, library documentation, etc.) for the purpose of providing necessary records and/or materials.
- Reports observations and incidents relating to specific students (e.g. trends in student learning and/or behavior, accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports and guides students in safely utilizing technology as an instructional resource for the purpose of ensuring student safety and wellbeing.
- Utilizes technology for the purpose of professional learning as well as sending and receiving communication (e.g. communication within district such as reading updates and newsletter, communicating with supervisor, professional learning opportunities, etc.).
- Utilizes technology for the purpose of supporting student learning (e.g. accessing instructional resources, supporting students utilizing technology as part of their learning, assisting with library circulation, etc.).

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office and classroom equipment; pertinent technology; preparing and maintaining accurate records; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

7/1/2018

Salary Grade

INST 8