

JOB INFORMATION

Title:	Paraeducator Instructional Assistant Mathematics - Centennial S D
FLSA:	Non-Exempt
Terms of Employment:	180 / 200 Days (if applicable - Federaly Funded Title I Grant)
Employee Group:	Support / Compensation Agreement
Location	Building
Last Edited On:	7/3/2025

ORGANIZATION

County:	Bucks
Entity:	Centennial S D
Department:	Assigned Department per Organizational Chart
Reports To:	Assigned Administrator
Supervises:	None

JOB GOAL

To provide Tier II and III interventions to identified students under the direction of the Title I Math Specialists. To assist in the assessment and progress monitoring of students to track progress and determine needs. To work with small groups of students or 1:1 with students to provide tutoring that promotes academic growth.

ESSENTIAL FUNCTIONS

1.	Collaborates with and takes instruction from Title I Math Specialists who design Tier II and III interventions for students in the MTSS model of intervention.
2.	Be trained to assess and progress monitor students to determine academic needs.
3.	Delivers interventions and tutoring as outlined by professional Title I Staff.
4.	Works collaboratively with regular education and special education teachers to provided individualized interventions for students.
5.	Maintains favorable relationships with students, families and local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
6.	Effectively communicates with appropriate colleagues to resolve problems and concerns, including daily or weekly communication with Title I team.
7.	Interprets and implements directives given by the principal and/or designated supervisor.
8.	Maintains accurate, complete, and correct records as required by the law, District policy and administrative regulation.
9.	Attends District meetings and serves on District committees as required and participates in in-service and staff development activities and staff meetings as required or assigned.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

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

Education Level	Education Details	Req	Pref
Associates Degree		X	
Bachelors Degree	In Education / a related content area or other equivalent/relevant training beyond high school.		X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
3-5 years	Related experience.	X	

Driver's License

- ☒ Valid Driver's License Required

SCOPE

Analytical Demands

- ☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

- ☒ No supervisory duties.

Sensory Abilities

- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Demonstrates effective classroom management skills.
- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.

Specific Skills

- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

Standard ADA Selection	Office X Classroom Other(to include Physically Demanding Positions)
<i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i>	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):					
<input checked="" type="checkbox"/>	Machines or tools used: Computer:		X			
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)					

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
<input checked="" type="checkbox"/>	Typical classroom environment