



## JOB DESCRIPTION

**JOB TITLE:** Paraeducator – Early Childhood  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Assistant Superintendent for Special Education

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**JOB SUMMARY:** The Paraeducator is responsible for assisting teachers, Itinerant staff and others in the support of instructional, health related, recreation and/or pre-vocational job training activities. The Paraeducator may be assigned to one classroom or to a variety of assignments depending on the needs of the students.

**ESSENTIAL DUTIES and RESPONSIBILITIES:** *include the following. Other duties may be assigned by Administration.*

- Follows all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the Assistant Superintendent for Special Education and/or Special Education Supervisor.
- Participates upon request in Individual Education Plan (IEP).
- Provides ongoing educational assessment and documentation as required for the purpose of monitoring.
- Selects and adapts curricular materials and equipment to provide instruction with the consultation of the teacher and Itinerant staff.
- Maintains accurate records including attendance and daily lesson plans as required by CGRESD.
- Provides supportive services while maintaining structure within classroom to ensure the safety of students.
- Maintains a cooperative relationship with all staff that fosters recognition and respect for every individual within the school.
- Follows school building and district rules and procedures outlined by the Assistant Superintendent for Special Education and/or Special Education Supervisor.
- Is knowledgeable concerning administration of medication, health care procedures, and maintaining appropriate medical records.
- Implements a multi-faceted program dealing with potentially aggressive, self-stimulating or self-abusive behaviors, medically fragile students and multiple impairments.
- Stays current and informed of developed in own and related fields of Special Education.
- Travel to school districts as needed.

- Other assigned duties and responsibilities not in conflict with Board policy and/or conditions of employment as outlined in the negotiated master agreement.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed 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, EXPERIENCE & REQUIREMENTS, SKILLS AND ABILITIES:**

- High school diploma or equivalency required; two years college preferred.
- First Aid and CPR Certification.
- Work experience with individuals with developmental, emotional, physical and cognitive impairments preferred.
- Working knowledge of training techniques, behavior modification, and task analysis. Proven exercise in reasonable judgment in handling challenges until supervisory back-up is provided.
- Interpersonal skills sufficient to communicate with students, parents, community, peers.
- Ability to understand and work with children of all ages.
- Must be familiar with the terminology and provisions of the American Disabilities Act (ADA).
- Must meet requirements as stated in Michigan Administrative Rules for Special Education R 340.1793.
- Must demonstrate cooperative and effective communication skills, both oral and written, and apply active listening skills.
- Must interact positively and possess patience, self-control and emotional stability when interacting with students, parents/guardians, and staff.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, see and hear. The employee will frequently use hands and fingers to handle, grasp, feel and hold, and reach with hands and arms. The employee may occasionally lift and/or move up to 50 lbs. frequent fine finger and hand dexterity is used in the operation of a personal computer. Specific vision abilities required by this job include close vision. This job is performed in a generally clean and healthy environment. The noise level is generally low.

In the performance of this job, the individual may occasionally come in contact with unruly students and/or adults, and/or be exposed to blood, bodily fluids, and tissue.

**OTHER INFORMATION:**

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee in this position. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor or designee, Superintendent, and/or appointing authority.

Signature below signifies that employee has reviewed the contents of his/her job description and that the individual is aware of the requirements of said position. In addition, the employee agrees that he/she shall remain free of any alcohol or controlled substance abuse in the workplace throughout his/her employment in the District.

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Employee Signature

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Date

Statement of Compliance with Federal Law: The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-3851 or [cghr@cgresd.net](mailto:cghr@cgresd.net).