

JOB DESCRIPTION

JOB TITLE: Para: Educator-Instructional

REPORTS TO: Building Administration

DEPARTMENT: As Assigned

I. NATURE AND SCOPE OF JOB:

To support and assist teaching staff in the instruction and supervision of students both individually and in groups.

II. EXPECTATIONS :

1. Maintain confidentiality on all matters of the District.
2. Maintains a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Be responsible for adhering to District policies.
7. Obtain/maintain a Wyoming substitute teaching license.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Works with individual students or small groups of students to reinforce learning of material or skills.
2. Guides independent study, enrichment work, and remedial work set up as assigned by the teacher.
3. Assists with the supervision of students during emergency drills, assemblies, breaks, and field trips.
4. Keeps bulletin boards and other classroom learning displays up to date.
5. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
6. Checks and maintains student attendance and other records.
7. Alerts the teacher/principal to any problem or special information about an individual student.
8. Assist the teacher in preparing instructional materials as requested.
9. Assist teachers and principal with discipline and other student related issues.
10. Participates in in-service training programs, as assigned.
11. Have a working knowledge of (or ability to learn) Infinite Campus.
12. Performs specialized duties related to assigned program or classroom.

B. Non-Essential Functions:

1. Demonstrates honesty, loyalty, dependability, responsibility, and accountable for own actions, cooperating and willingness to learn.
2. Work one-to-one with students.
3. Prepare materials and maintains supplies.

IV. JOB QUALIFICATIONS:

A.

A. Knowledge, Skills and Mental Ability:

1. Has a basic knowledge of computers.
2. Is sensitive to different styles of teachers.
3. Has the ability to learn specialized functions.
4. Has a sense of humor and be supportive of others
5. Maintains confidentiality.

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent.
2. Must obtain Highly Qualified Status as per the State of Wyoming requirements.
3. Must obtain a substitute teacher permit through Professional Standards Teaching Board
4. Annually pass District required trainings.

C. Equipment Used:

Computer.
Audio-visual and office equipment.
Copy machine.
Telephone and assistive technology.
Other equipment related to assignment.

D. Physical Demands:

1. Ability to stand, walk and sit for long periods without fatigue or discomfort.
2. Tolerate physical demands specifically related to and necessary for instruction.

E. Environmental Demands:

1. Supervises students boarding and exiting buses.
2. Ability to spend most of the time inside classrooms with some work outside in cold/hot weather.
3. Ability to tolerate noisy working environments.

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator Mike Hamel, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; or the Office for Civil Rights, Region VIII, U.S. Department of Education

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