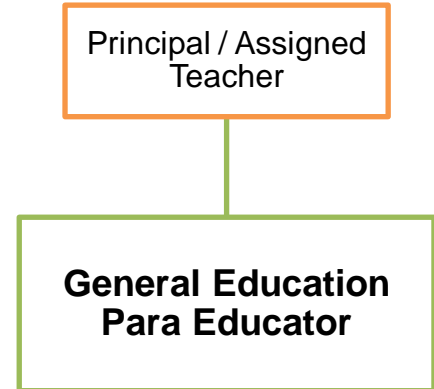


GENERAL EDUCATION PARA EDUCATOR

Job Title:	General Education Para Educator
Initial:	November 1, 2006
Revised:	August 1, 2022
Work Year:	School Year
Office:	Education
Department:	Assigned School or Program
Reports To:	Principal/Assigned Teacher
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 10

Related Organization Chart



POSITION SUMMARY: The General Education Para Educator assists classroom teachers by providing instructional support and assistance in meeting the educational needs of students.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provide assistance to students in small groups and one on one. Reinforce skills instruction.
- Supervise students in the classroom, playground, lunchroom and other areas.
- Prepare instructional materials as directed.
- Perform typing, word processing, data entry, filing and run copies. Maintain student records and files of student work as assigned.
- Participate in planning activities and discussions regarding student's needs and progress.
- Assist with parent involvement programs as directed.
- Perform other duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

required for this position:

Education & Training:

- Associate's degree, 48 semester credits, or pass district approved para test preferred (required for Title positions).

Experience:

- No experience required; experience working with children and adolescents preferred.

Knowledge Skills & Abilities:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is frequently is required to stand; walk; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. No specific vision abilities required by this job.

Work Environment: The noise level in the work environment is usually moderate. This job may be performed remotely in the event that students are unable to be physically present in school due to school or district decision, external mandates or orders, or other school closure. Remote work is not otherwise considered a reasonable accommodation.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, coordinate, and use interpersonal skills. Frequently required to compare and instruct. Occasionally required to compare, copy, compute, evaluate, compile and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.