



## **INSTRUCTIONAL PARAEDUCATOR JOB DESCRIPTION**

**Purpose:** The instructional paraeducator assists the special education teacher in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these task, the instructional paraeducator works closely with the staff and administration of the school district.

**Responsible to:** Principal, Director of Special Education, and Special Education Teacher

**Payment Rate:** According to the USD 231 Paraeducator Salary Schedule

### **Qualifications:**

1. High School diploma or equivalent.
2. Health and Inoculation Certificate on file in the USD 231 District Office (after employment offer is made).
3. Clear criminal background check.
4. Clear motor vehicle background check.

### **Essential Functions:**

1. Assist in facilitating the personal, social, and intellectual development of students.
2. Assist in establishing a positive learning environment and respond to the individual needs of students.
3. Ensure all activities conform to district guidelines.
4. Communicate effectively with all team members.
5. React to change productively and carry out all assigned duties.
6. Appropriately operate all classroom equipment.
7. Demonstrate effective interpersonal relationships with others.
8. Support the value of education.
9. Support the philosophy and mission of the school district.
10. Demonstrate regular attendance (see Classified Employee Handbook).
11. React positively to supervision and constructive feedback.

### **Physical Requirements/Environmental Conditions:**

1. Work in multiple settings and travel to alternative locations, as necessary.
2. Work in noisy and crowded environments.
3. Work in both indoor and outdoor settings (year round).
4. Good physical agility which requires the following:
  - a. Frequent bending
  - b. Sitting
  - c. Standing
  - d. Walking
  - e. Kneeling

**General Responsibilities:**

1. Assist in the instruction and supervision of students. This may involve supporting assignment completion, reading material aloud, explaining directions/concepts, and administering non-standardized tests/curriculum based measures.
2. Set-up and lead students in activities prepared by the supervising teacher or therapist.
3. Tutor students as directed.
4. Assist with small group instruction.
5. Monitor student progress.
6. Assist in modification of classroom materials.
7. Assist students in playing games and with proper use of playground equipment.
8. Use appropriate behavior management techniques to maintain a positive climate for learning.
9. Implement, monitor, and collect data on behavior plans for individual students.
10. Motivate students through effective communication and evaluative feedback.
11. Set and maintain high expectations for student achievement and behavior.
12. Assist in providing for the general physical and emotional needs of students.
13. Prepare instructional materials and supplies.
14. Escort and supervise students to and from various school facilities and areas. When necessary, escort students on field trips.
15. In inclusion classrooms, assist students with class work, taking notes and taking tests.
16. Provide support for the general education classroom teacher by monitoring student progress and behavior.
17. Take attendance and record absences.
18. Attend staff meetings, as directed by supervising teacher.
19. Assist in the maintenance and inventory of materials.
20. Assist in safeguarding confidential information.
21. Adhere to required program guidelines as defined by the Kansas State Department of Education.
22. Adhere to all USD 231 health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Other duties as assigned by the supervising teacher, Principal or Assistant Director of Special Education.