

GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Paraeducator

Job ID #: 52113 (GR1100)

Reports To: Principal

FLSA Status: Hourly, non-exempt

At-Will Position: This position is an “at-will” position and may be terminated, with or without cause, at any time at the sole discretion of the Superintendent or Superintendent’s designee.



Position Purpose: Assisting assigned teaching personnel in the supervision and instruction of students and performing classroom clerical tasks

Desired Characteristics:

1. Ability to multi-task and adjust in a fast paced environment.
2. Ability to maintain regular, dependable in-person attendance.
3. Ability to perform basic math; read and follow instructions.
4. Possess strong communication skills.
5. Ability to problem solve and build positive relationships with students, staff and parents.



Job Responsibilities:

- Administers tests, homework assignments, make-up work, drills (e.g. individual students and groups) for the purpose of supporting teachers in the instructional process.
- Assists other personnel as may be required (e.g. individual tutoring, monitoring students, playground, cafeteria) for the purpose of supporting them in the completion of their work activities.
- Assists students individually or in groups, with lesson assignments (e.g. reading, mathematics...) for the purpose of reinforcing learning concepts.
- Guides students in independent study for the purpose of ensuring student success.
- Implements, under the supervision of the teacher, instructional programs in accordance with lesson plans (e.g. story time, circle time, play, gross and fine motor activities) for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Monitors individual students, classroom, library, playground activities, etc. (e.g. assists upon arrival/departure, toileting, play) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. scheduling, copying, daily notes, weekly testing, individualized plans) for the purpose of supporting the teacher and/or administrator in providing records/materials.
- Prepares instructional materials and activities under the supervision of a teacher for the purpose of assisting the classroom teacher in the learning process.

Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.

- Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).



Position Requirements:

- High School Diploma or GED.
- Successful completion of the district's competency exam; or 2 years (48 hours) of college credits; or associate's degree.

Essential Functions: The essential functions of the position include:

1. Regular, dependable in-person attendance on the job;
2. The ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and
3. The ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing			X	
Walking			X	
Sitting		X		
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving		X		
Typing			X	
Physical Tasks		X		
Lifting (25 lb max)		X		
Carrying (50 ft)		X		
Manual/Finger Dexterity Tasks	medium level			
Working Conditions	No exposure to hazards except those associated with travel between or being in schools.			

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.