



DIVISION:	PARAPROFESSIONAL / AIDES / ASSISTANTS
JOB TITLE:	PARAEDUCATOR
TERMS OF EMPLOYMENT:	10 MONTHS/PART TIME, AS PER EDUCATION SUPPORT PROFESSIONALS AGREEMENT
REPORTS TO:	PRINCIPAL / DIRECTOR, SPECIAL EDUCATION AND STUDENT SERVICES
FLSA STATUS:	NON-EXEMPT
ADOPTED:	09.12.2022

Position Summary

Assists the classroom teacher in a variety of settings by performing assigned duties related to the learning process such as assembling and preparing instructional materials and monitoring students. May assist with translation and/or communication using second language skills when possible. Tasks include but are not limited to, performing instructional activities planned by the teacher, giving the teacher feedback on student's progress, and assisting in clerical duties, as assigned.

The Paraeducator may be assigned specifically to a student or group of students who regularly need one-on-one assistance to maintain appropriate and equitable participation in the school setting. The Paraeducator directly supports the student at the direction of the teacher / principal and is under general supervision of the Director of Special Education and Student Services.

Minimum Qualifications

1. Pennsylvania Paraprofessional certificate, OR
2. Associate degree from an accredited college or university, OR
3. Such alternative to the above qualifications as deemed appropriate.

Preferred Qualifications

- a. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization.
- b. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization.

Knowledge, Skills and Abilities

1. Must demonstrate proficiency with using Internet browsers and common desktop applications such as email and word processing programs.
2. Skill in handling varied, multiple duties, ability to multi-task
3. Ability to work with and communicate with students, teachers, principals, and parents.
4. Basic knowledge and/or experience related to area of assignment.
5. Awareness of various characteristics of students with special needs.
6. Ability to work with students with academic, behavioral and social communication needs
7. Willingness to serve all students.
8. Demonstration of initiative and self-direction.

9. Sufficient strength, agility, and dexterity.
10. Ability to communicate effectively, both orally and in writing and to perform all performance responsibilities.
11. Ability to move about in room to monitor students and check work in classrooms with varied seating and desk organization patterns.
12. Ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
13. Accompany students on field trips
14. Ability to gather and interpret data gathered in all school settings.

Performance Responsibilities

1. **Demonstrate regular and consistent attendance and punctuality.**
2. **Help prepare, collect and set-up materials for student participation, following teacher direction.**
3. **Provide instructional, behavioral, or physical assistance to students individually or in small groups at the direction of the teacher to reinforce instruction.**
4. **Assist in the maintenance of classroom discipline in accordance with established policy and procedures.**
5. **Guide independent study, enrichment work, and remedial work set-up as assigned by the teacher.**
6. **Check notebooks, correct papers, supervise testing and make-up work, as assigned by the teacher.**
7. **Assist with large group activities.**
8. **Maintain daily activity logs for assigned student(s).**
9. **Alert teacher to any problem or special information about your assigned student(s).**
10. **Serve as the chief source of information for your assigned student(s) to help any substitute teacher assigned in the absence of the regular teacher.**
11. **Maintain the same high level of ethical behavior and confidentiality of information about student(s) as is expected of fully licensed teachers.**
12. **Implement and maintain student specific behavior, medical, emergency, or crisis plans.**
13. **Operate and assist in the use of student mobility devices such as, but not limited to, walker, wheelchair, braces, canes, etc.**
14. **Provide direct assistance during transition changes from wheelchair to appropriate setting, i.e., changing table/mat or bean bag, stander, gait trainer.**
15. **Assist students with use of equipment such as standers, gait trainers, and personal communication devices, under the training and supervision of related service personnel such as OT, PT, VI specialists.**
16. **Adapt to the student's mode of communication as necessary for instructional purposes.**
17. **Directly implement or assist in fulfilling students' daily personal health maintenance tasks.**
 - a. Handle student toileting.
 - b. Change student clothes as needed.
 - c. Assist with student feeding to include:
 - i. Support students in cafeteria lines and eating in cafeteria/classroom during breakfast and lunch, as needed.
 - ii. Prep foods and physically assist or feed students during breakfast and lunch.

18. Assist in the implementation of therapy programs developed by speech and language pathologists, occupational therapists, physical therapists, and other support staff, as outlined in IEP.
19. Provide professional communication with staff and parents under the direction of and in collaboration with the Special Education Teacher
20. Assist the teacher in the maintenance and organization of a safe, clean, and attractive classroom to include disinfecting surfaces that students may come into contact with such as mats, tables, standers, chairs, desks, etc.
21. Participate in staff development activities related to area of assignment, including 20 hours of approved training to be completed prior to June 30 of each year.
22. Serve bus, cafeteria, or hall duty.
23. Perform other duties that may be assigned by teacher and/or Principal.

Essential Requirements

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk and/or sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision and distance vision. Low exposure to self to bruises and cuts due to typical classroom and playground accidents.

Work Environment: While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

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

Evaluation

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

Documents Required At Time of Application

1. Support Staff Employment Application.
2. Applicable degree from an accredited college or university / specific documented evidence of training and experience to satisfy qualifications, if applicable.

An Affirmative Action / Equal Opportunity Employer

Hamburg Area School District does not discriminate on the basis of color, religion, gender, sexual orientation, gender identity, national origin, age, disability, status, Genetic Information & Testing,

Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

Reasonable accommodations may be provided for Individuals with a disability in order to perform the essential functions of the job.

Employee Statement

By signing this form, I acknowledge that I have received a copy of the job description for the function in which I was hired and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Signature: _____ Date: _____

Employee Name: _____