

HILLSBORO-DEERING SCHOOL DISTRICT JOB DESCRIPTION

PARAEDUCATOR

Title: Paraeducator

Qualifications:

1. Must hold NH Department of Education certification as Paraeducator II or eligible to be certified (Associate's degree or 48 college credits).

Reports to: Building Principal, his or her designee and/or Director of Student Support Services.

Job Goal:

1. To work closely with one or a few students with handicapping conditions on a regular basis in an effort to provide them with the physical, social/emotional, and/or instructional support they need to gain as full benefits from the general education and/or special education program.
2. To work with the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

Performance Responsibilities:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Conduct learning exercises with small groups of children.
3. Guide children in working and playing harmoniously with other children.
4. Alert the teacher to special needs of individual children.
5. Provide escort and assistance to children as necessary.
6. Help maintain individual records for each child.
7. Foster good eating habits and table manners in children.
8. Assist teacher in maintaining neat work and study areas.
9. Assist with the supervision of children during regular play periods.
10. Collect and display suitable material for educational displays when appropriate.
11. Assist the student to whom assigned in such physical tasks as putting on and taking off of outerwear, moving form room to room, using the lavatory or other toileting activities, feeding, and other activities deemed necessary by the IEP.
12. Hear the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
13. Perform simple errands and tasks for student(s) such as sharpening pencils, carrying lunch trays and the like, as indicated in the IEP.
14. Under supervision of the special education or general education teacher, work with small groups of students to reinforce material initially introduced by the teacher.
15. Accompany the student(s) to whom assigned when field trips to the office, the school nurse, or related services provider are necessary.
16. Establish as fully as possible a supportive relationship with the student(s) without fostering or encouraging intense emotional involvement.
17. Serve as a resource person, if and when requested, to the student's educational team conferring about the student to whom assigned.

Working environment:

While performing the duties of this job, the employee will constantly bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to stand/walk, squat, kneel, use hands for fine manipulation. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books.

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Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels. Required to work outdoors in inclement weather; required to stand for prolonged periods.

Terms of Employment:

Refer to negotiated Support Staff Agreement, agreed upon by the Board and the Hillsboro-Deering Support Staff AF T Local #6219, AFT-NH, AFL-CIO.

Evaluation: Refer to negotiated Support Staff Agreement.