

School Support Paraeducator

Purpose Statement:

The purpose of this position is to monitor students on school grounds enforcing rules, providing for a safe environment, and reporting behavior incidents to principal or teacher; may assist with instructional materials; other duties may be assigned.

Possible Positions

- Building Duty Paraeducator
- Bus/Crossing Guard Paraeducator
- In School Suspension Paraeducator
- Playground Paraeducator
- Walking School Bus Paraeducator

Essential Functions

- Monitors students
- Documents and reports incidents
- Prepares materials using copy machine, laminator, etc.
- Engages with students in school environment
- Maintains and/or assists with student discipline including maintenance of positive student behavior
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

Other Functions

- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent
- Must meet minimum state requirements for Paraeducators

Knowledge and Skills

- Basic to full working knowledge required to perform assigned tasks
- Some experiential skills required to perform assigned tasks
- Moderate oral/written communications required
- Primary responsibilities require intermediate level curriculum skills
- The job occasionally is required to function complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Works independently with minimal supervision
- Occasionally required to resolve unexpected issues
- Occasional discretion and access to confidential/privileged information
- Moderate to high risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work in coordination or work of others
- Reporting required within classroom or building
- Limited Data management under close supervision

Working Conditions

- Few to frequent Interruptions
- Limited to moderate Deadlines
- Few emotionally charged interactions
- Work requires moderate safety precautions
- Limited to frequent exposure to weather conditions
- Infrequent to frequent risk/exposure to human borne pathogens
- Work requires normal safety precautions when working with students
- Limited to frequent exposure to noise
- Limited to frequent exposure to traffic
- Moderate to frequent exposure to fumes
- Moderate to frequent standing (31-61+%)
- Limited lifting (1-10 lbs. / seldom)
- Limited prolonged sitting (1-30%)
- Limited carrying (1-10 lbs. / seldom)
- Limited climbing
- Limited to moderate stooping and bending
- Limited twisting
- Limited to moderate fine dexterity
- Limited pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance