

MLL Paraeducator

Purpose Statement:

The purpose of this position is to assist with the delivery of instructional services for eligible students in the ELL program. Responsibilities vary with the individual assignment, but typically include instruction of students, student discipline, and preparation of materials, testing, and record keeping.

Essential Functions

- Instructs/tutors students individually or in a small group setting under the direction of certificated employee(s)
- Acts as an instructional resource for classroom teachers
- Evaluates student needs and in preparation of appropriate lessons and materials in collaboration with certified personnel
- Administers and scores standardized student tests to evaluate student needs
- Facilitates student involvement in school activities
- Assists and/or instructs students in computer usage and operation
- 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

- Full working knowledge and skills required to perform assigned tasks
- District/State assessment training required to perform tasks
- Intermediate experiential skills required to perform assigned tasks
- Complex and adaptive oral/written communications required
- Primary responsibilities require advanced curriculum skills
- The job occasionally is required to function in complex situations

Responsibility

- Position has authority to apply policies and procedures using independent judgement, without consultation of others
- Assigned tasks are filled with discretion, and within general established parameters
- Works independently with minimal supervision
- Occasionally required to resolve unexpected issues
- Regular discretion and access to confidential/privileged information
- High risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work and that of others or students
- Reporting required within building or program
- Collecting and some assessment of data or reporting required

Working Conditions

- Moderate Interruptions
- Frequent Deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Infrequent risk/exposure to human borne pathogens
- Work requires normal safety precautions when working with students
- Limited exposure to noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Frequent prolonged sitting (61+%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity
- Limited pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance