

Regional School District #16
POSITION DESCRIPTION

Position Title: **PARAEDUCATOR**

Reports to: Principal

Approved by: Board of Education
Date: August 16, 2006
Revised: October 29, 2013
Revised: April 8, 2015
Revised: May 11, 2022

POSITION SUMMARY: Provides oversight, assistance, and supervision for students in classrooms or assigned to academic skills study hall, in-school suspension, and/or core areas as assigned per administrator.

GENERAL DUTIES:

- Documents progress of students to assist teacher in assessing progress with education plans
- Maintains a file of supplementary assignments and/or learning activities for students
- Supervises students in and outside of the classroom
- Provides academic assistance to students ensuring assignments are completed
- Works directly with students in small groups providing individualized instruction
- Assists in the preparation of materials when necessary
- Consistently implements student behavior plan/classroom management plan
- Maintains classroom appearance
- Oversees completion of assignments for in-school suspension students
- Participates in professional learning on Teacher Collaboration Days
- Performs other related duties as assigned

INTERPERSONAL SKILLS:

- Works cooperatively with students, other staff, and parents
- Demonstrates an understanding of the student's disabilities
- Accepts each individual student's abilities
- Advocates for the student within the various environments in the school setting
- Exhibits patience and consistency in interactions with students and staff
- Maintains flexibility in daily school activities and operation
- Shows a willingness to listen and respond appropriately
- Understands and maintains confidentiality
- Displays good judgment and common sense
- Seeks direction and guidance when needed

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance and punctuality are essential for this position.

EDUCATION AND/OR EXPERIENCE:

A minimum of at least two years of college education, an Associate's Degree, a Bachelor's Degree from an accredited college, or any and all state requirements for such a position. Demonstrates strong basic skills in English, reading, math, writing, and other subjects.

LANGUAGE LEVEL:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

Understands children and their social and emotional needs. Displays good judgment and strong interpersonal skills. Ability to communicate with individuals with a wide range of ages, abilities, and backgrounds

PHYSICAL DEMANDS:

The physical demands described here 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some bending, stretching, lifting (up to 30 pounds), stooping, and walking required.

The noise level in the work environment is usually low to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.