

# HUDSON SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION TITLE:** Paraeducator

**POSITION STATUS:** Hourly Non-Exempt

**UNION (if applicable):** PSRP

**LOCATION:** All Schools

**REPORTING TO:** Special Education Coordinator/Special Services Department Head

### **JOB SUMMARY:**

Paraeducators provide services to students with disabilities. They work under the supervision of certified special education teachers, implement plans designed by special educators, monitor student behavior and assist in the supervision of students with disabilities. Performance evaluation and professional development for this position will be conducted by the Special Education Coordinator.

### **RESPONSIBILITIES:**

- Assist students individually and in small groups to reinforce learning using developed plans or skills initially introduced by the certified educator.
- Communicate with special education and classroom teachers in assisting students with special needs.
- Provide instructional support to students with educational disabilities under the direction of the special education teacher.
- Report student progress/performance on a consistent and timely basis to the special education teacher.
- Maintain the classroom routine when the special education or classroom teacher is momentarily absent from the classroom or resource room.
- Implement instructional plans in one-to-one and/or small group settings as determined by the classroom and/or special educator.
- Adhere to and/or implement behavior management plans providing a consistently enforced set of expectations for student behavior.
- Assist with the supervision of individual and small groups of students as required by IEPs during emergency drills, assemblies, play and lunch periods, and field trips.
- Work with student(s) throughout the total school environment to implement goals and objectives of the IEP as assigned by the special educator and/or the Special Education Coordinator.
- Provide assistance to students in the areas of: dressing, getting on and off school bus, changing classes, toileting, and/or participating in special subject areas, as needed and when assigned.
- Maintain a high level of ethical behavior, professionalism and confidentiality of information.
- Follow student's IEP regarding communication with parents. Communication with parents will be supervised by the special education teacher.
- Seek professional growth by establishing personal professional development goals.
- Participate in in-service training programs as assigned.
- Perform other assignments made by supervisor and/or administration as needed

### **SUPERVISORY RESPONSIBILITIES:**

- N/A Please refer to the responsibilities within the NH DOE Code of Code and Code of Ethics.

### **SKILLS/QUALIFICATIONS:**

- Good interpersonal, oral and written communication skills.
- Must be able to demonstrate mathematical and reading competency for middle and high school positions or have prior work experience that would evidence these skills.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma, required.
- Two years of college or coursework at the higher education level preferred.
- Certified as a Para I or become Para I certified, encouraged.
- Experience working with children in an educational setting preferred.

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### PHYSICAL REQUIREMENTS:

- In a normal work-day, the employee may be required to combine standing, walking and sitting, frequently lift/carry up to 30 pounds, as well as frequently bend, squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions.
- In a normal work-day, the employee may be required to provide two-person lift service for physical needs of toileting, dressing, or with any personal hygiene needs.

**\*Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

**I have read and understand this job description.**

Signature:

Date:

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