



**Job Title:** Para Educator B: Elementary & Secondary

**Classification:** Educational Support

**Reports To:** Building or Department Administrator

**General Description:** Under the direction of the Building Administrator and Special Education Teacher, will assist with individualized and small group instruction for students of all educational levels who have physical or behavioral needs or are medically fragile. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

**Performance Responsibilities/Essential Functions:**

1. Assists the teacher in carrying out Individualized Educational Plan (IEP) goals assisting with individual student needs: academics, social and behavior skills, self-help skills.
2. Assists student(s) working on assignments and projects.
3. Exhibits appropriate social skills, and redirects student(s) behavior as needed.
4. Supports the health and safety needs of students, which may include: maneuvering student(s), standard/or tube feeding, toileting, diapering, de-escalation/restraint, getting on and off a bus, implementing behavior plans, and independent living skills.
5. Provides delegated physical care and procedures under supervision of registered nurse in accordance with law.
6. Assists general education teachers/special education teachers/special education specialists in the implementation of small group and individualized instruction, data collection and classroom management under the direction of the teacher.
7. Models appropriate behavior for students, interacting positively with students and staff.
8. Assists other personnel as may be requested.
9. Participates in new learning as determined by the district/building.
10. Performs other duties as assigned.

**Qualifications:**

**Education and Experience:**

1. High school diploma or equivalent.
2. Minimally, must meet Every Student Succeeds Act (ESSA) standards of:
  - a. AA Degree or higher, or
  - b. 72 quarter hours or 48 college semester credits of 100 or higher, or
  - c. Pass the Para-Pro Assessment via Educational Testing Services (ETS).
3. Must meet the Fundamental Course of Study (FCS) requirements, provided at time of hire.
4. Blood Borne Pathogen Training, provided at time of hire.
5. Mandatory De-escalation training every two years.
6. First Aid/CPR with AED certificate.

**Knowledge, Skills, and Abilities:**

1. Knowledge of specific disabilities.
2. Knowledge of special education classroom procedures and equipment.

3. Knowledge and application of safety procedures related to performance responsibilities.
4. Skills in general classroom procedures.
5. Skills in organization, time management, flexibility and multitasking.
6. Ability to lift 150 pounds with assistance and/or use of a lift.
7. Ability to be flexible and willing to work in difficult situations as determined by Special Education Department. Includes work assignment with students and other student support staff to improve the student's program implementation with specific interventions and strategies.
8. Ability to communicate essential oral or written information to students and colleagues.
9. Basic knowledge of computers.
10. Ability to read and follow instructions and solve practical problems.
11. Ability to follow prescribed guidelines for equipment use and operation.
12. Ability to work independently.
13. Ability to remain calm, flexible and work effectively under pressure.
14. Ability to implement behavior programs and provide academic and behavioral feedback to educational team.
15. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
16. Ability to take direction in a professional manner and follow through.
17. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
18. Ability to maintain good working relations with co-workers, staff, students and community members.
19. Ability to follow SSD policies, procedures and protocols.
20. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
21. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

**Working Environment & Physical Requirements:**

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%  
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 03/2020, 12/2024 (ADA)