

**Job Title:** Para Educator A, Student Support: Secondary  
**Classification:** Educational Support  
**Reports To:** Building or Department Administrator

**General Description:** Under the direction of the Building Administrator, is responsible for applying general skills supporting the secondary educational process. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

**Performance Responsibilities/Essential Functions:**

1. Provide guidance and assistance for students who need academic and/or behavioral support.
2. Collaborates with teachers, counselors and administrators to best meet the academic and behavioral needs of all/individual students.
3. Assist students in the development and maintenance of positive academic, relational and behavioral habits that support success.
4. Collect student progress data (academics, attendance, behavior) for individual students when assigned for intervention and monitoring.
5. Consult with appropriate staff, keep accurate records and maintain confidentiality relative to student concerns and intervention plans.
6. Partner with staff to support students with credit deficiencies.
7. Monitors and assists students who need an alternative setting for academics and/or behavior.
8. Monitors students in detention, if appropriate to hours worked.
9. Supports overall operation of the school by assisting other staff as needed.
10. Supervises students in a variety of settings.
11. Participates in new learning as determined by the district/building.
12. 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.

**Knowledge, Skills, and Abilities:**

1. Knowledge of computer software to include, but not limited to, Skyward and Canvas programs.
2. Knowledge and application of safety procedures relative to performance responsibilities.

3. Skills in working with a diverse student population; including at-risk students.
4. Skills in establishing positive classroom expectations and procedures.
5. Skills in effective organization and scheduling processes.
6. Skills in time management and flexibility/responsiveness to student and building needs.
7. Skills in professional verbal and written communication.
8. Skills in organization, time management, flexibility and multitasking.
9. Ability to problem-solve situations with students and work towards positive outcomes and relationships.
10. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
11. Ability to take direction in a professional manner and follow through.
12. 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.
13. Ability to maintain good working relations with co-workers, staff, students and community members.
14. Ability to follow SSD policies, procedures and protocols.
15. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
16. 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.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.

Approved by: \_\_\_\_\_  
Darryl Pernat, Executive Director of Human Services

\_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Jami Cross, PSE President

\_\_\_\_\_  
Date

Revised: 03/2020