



Job Title: Para Educator A, General: Elementary
Classification: Educational Support
Reports To: Building or Department Administrator

General Description: Under the direction of the Building Administrator and classroom teacher, is responsible for supporting the elementary 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. Assists in the planning and implementation of programs related to students including, but not limited to, general education, special education, during related services.
2. Assists staff with the preparation and management of educational materials.
3. Assists the classroom teacher with record-keeping/data collection, small group or individual student support and classroom supervision of students.
4. Assists with the supervision of the lunchroom.
5. Regularly communicates with teachers, students and staff.
6. Monitors students on the playground and other locations as assigned.
7. Acts as crossing guard and/or bus loader as assigned.
8. Participates in new learning as determined by the district/building.
9. 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. First Aid/CPR with AED certificate.

Knowledge, Skills, and Abilities:

1. Knowledge of copy machines, laminators, transparency makers, computer software and applications of safety procedures related to performance responsibilities.
2. Skills in classroom procedures, organization, scheduling, time management, flexibility and verbal/written communication.
3. Skills in organization, time management, flexibility and multitasking.
4. Ability to work independently.
5. Ability to remain calm, flexible and work effectively under pressure.

6. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
7. Ability to take direction in a professional manner and follow through.
8. 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.
9. Ability to maintain good working relations with co-workers, staff, students and community members.
10. Ability to follow SSD policies, procedures and protocols.
11. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
12. 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 Resource Services Date _____

Reviewed by: _____
Jami Cross, PSE President Date _____