

South Western School District  
Position Description  
**POSITION TITLE | Classroom Aide - PT**

**TERMS OF EMPLOYMENT:**

10 Month Part Time (20 - 29 hours per week) Status Non-Exempt

**JOB CLASSIFICATION:**

Support Staff - Paraeducator

**POSITION QUALIFICATIONS:**

High School Diploma or equivalent (Associates degree or higher, or diploma from an accredited administrative assistant training program preferred)

**REPORTS TO:**

Building Principal(s)

**WORK ENVIRONMENT:**

Para Educators Classroom Aides works directly with faculty and staff in their assigned buildings.

**JOB SUMMARY:**

The Classroom aide primarily assists classroom teachers by assisting students with academic work under the teacher's direction. The aides help monitor student engagement in classroom activities, support students in successful progress of learning, assist in preparing materials for use in the classroom, and maintain a positive and organized classroom. The aide will assist in communications with other teachers, students and parents as directed.

**ESSENTIAL TASKS:**

**.Supporting Instruction:**

- Under the direction of the classroom teacher, paraeducator classroom aides will:
  - Assist all students on assigned activities and skills in either small group or individualized structures
  - Assists teachers and/or case managers in maintaining student records as necessary
  - Providing individualized assistance to students with specialized needs defined through individualized education plans (IEP) or 504 Service agreement
  - Assists teachers in supporting and monitoring student behaviors to help carry out positive behavior support plans
  - Preparing and organizing instructional materials as needed
  - Providing additional clerical and instructional support per the direction of the teacher

**Classroom Management and Student Support:**

- Monitoring student behavior and helping to maintain a positive learning environment.
- Assisting students with organizational skills and routines.
- Providing emotional and social support to students as necessary

**Other Responsibilities:**

- Preparing the classroom environment for learning activities.
- Assisting with clerical tasks, such as copying materials or grading papers (depending on school policy).
- Supervising students during non-instructional times, like recess or lunch (under the direction of a certified teacher or supervisor).

#### Additional Essential Functions:

- Assist in building tasks and activities related to duties (such as cafeteria duty, hallway monitors, recess coverage, copying, in-school suspension coverage) as requested by building administration

#### KEY PERFORMANCE RESPONSIBILITIES (KSA):

##### **Knowledge:**

- Understanding differences in children based on their growth and development and how that influences their behaviors and work ability.
- Having a grasp of foundational concepts in reading, math, science, and social studies to assist students with assignments.
- Knowing basic strategies to help the teacher maintain a positive and productive learning environment

##### **Skills:**

- Strong verbal and written communication skills
- Able to adapt to changing situations
- Manage materials and tasks efficiently
- Basic computer skills

##### **Abilities:**

- Adapt responses to students based on special circumstances (for example, learning needs, emotional needs, behavioral needs, etc.)
- Identify and address student behavioral challenges
- Collaborating with teachers and support staff to problem solve situations that can better support students in their learning
- Understand and follow directions as described by faculty and administration.
- Standing, sitting and walking for extended periods

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