



STONINGTON PUBLIC SCHOOLS
Job Description

GENERAL INFORMATION

<i>JOB TITLE:</i>	Instructional ParaEducator (Special Education, Kindergarten, Pre-School)
<i>DEPARTMENT:</i>	Special Education (Prek, SpEd) and Building Specific (K only)
<i>TERMS OF SERVICE:</i>	10-months
<i>FLSA STATUS:</i>	Non-exempt
<i>REPORTS TO:</i>	Director of Special Services, Special Services Supervisor, or Building Administration
<i>SUPERVISORY RESPONSIBILITIES:</i>	None
<i>WORK ENVIRONMENT:</i>	While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as the gymnasium, lunchroom, buses, and traffic coordination both before and after school.
<i>EVALUATED BY:</i>	Building Administration or Special Services Supervisor
<i>JOB DESCRIPTION REVISION DATE:</i>	July 8, 2024

QUALIFICATIONS

- One of the following
 - Associate's degree or higher
 - Earned 60 or more college credits

- o Passing score on the ParaPro Assessment

Must be able to:

- Must be able to work with children of all ages and possibly with special needs, including but not limited to, Autistic, physically, and mentally handicapped students.
- May be required to assist children of all ages in toileting, hygiene, feeding (snacks), and assisting with homework, recess, lunch duty, and bus duty.
- Must be able to hear clearly (correctable to within normal limits), to be able to communicate with staff and students.
- May be required to lift objects (up to 20 pounds in weight). Must be able to bend, lift, stand, and talk.
- Must be able to follow a rotating schedule
- Must have basic computer knowledge. Experience with Google Suite preferred.

OVERVIEW

Responsible for, under the supervision of certified/licensed staff, feeding (snacks); toileting (including toilet training); clothing routines and other hygiene duties; preparing and assisting with classroom activities including one-on-one or small group social, behavioral, and academic support; reading to students; proper handling of bodily fluids in compliance with OSHA and Board of Education regulations; supporting the implementation of accommodations and modifications for students with IEPs; preparing and utilizing specialized materials and/or equipment (i.e.. communication devices, wheelchairs, visual schedules, etc.); assisting with non-instructional tasks as needed; performing other duties relating to bus loading/unloading, securing students into car seats, playground/recess control, lunchroom monitoring, answering phones and other assignments as designated by the building administration or supervisor.

PRIMARY RESPONSIBILITIES

Given the nature of the position, it is not possible to list every job task and responsibility. The list below is intended to describe various types of work that may be performed, but it is not meant to be all-inclusive.

In coordination with the Certified Staff, the Instructional Paraeducator:

- Prepare and assist with classroom activities such as completing daily journals, record data, copy class materials, modify curriculum, attend field trips and modify activities to match student's abilities, organize classroom materials and notices to accompany the student home, assist students with technology and Chromebook use, work with students in small groups or one-on-one to reinforce materials taught by a certified teacher, supervise students for short periods of

time.

- Read to children as directed by the certified teacher.
- Answer phones in classrooms, if required.
- Assist students with bus arrival/dismissal, including packing and unpacking of backpacks, loading/unloading of students, and securing students into car seats.
- Maintain a high level of ethical behavior and confidentiality of information about students/staff.
- Assist and support students and their approved support animals (with appropriate training).
- Implement proactive behavior strategies, behavior reinforcement systems, and behavior intervention plans, as trained.
- Complete all mandated training by the Connecticut State Department of Education and the Stonington Board of Education.
- Lift objects (up to 20 pounds in weight), such as books or computers, may be required.
- Provide toileting assistance, including toilet training, assisting with acceptable clothing routines, and other proper hygiene practices for all ages, including feminine hygiene.
- Perform other related and routine duties as directed by a certified teacher or principal.