

JOB DESCRIPTION

Job Title:	Paraeducator, Instructional	FLSA Status:	Non-Exempt
Job Family:	Paraeducator	Pay Range:	4
Pay Program:	Classified	Work Year:	177 days
Prepared/Revised Date:	October 2023		

SUMMARY: Assist teacher with instructing students, reinforcing materials and skills, implementing curriculum, maintaining technology, and/or managing student behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. May assist teachers with one or more of the following: implementing lesson plans; maintaining classroom; reinforcing skills and materials; administering, scoring, and/or recording tests and grades; evaluating students and/or program; preparing instructional materials; developing work schedules; performing clerical duties; maintaining files, records, and/or progress reports; supervising students to and from classroom and/or buses, on field trips, on playground, in computer lab, and/or during other activities; preparing classroom or learning environment with needed supplies and materials; tutoring; and/or leading activities of class and/or small groups.	D	50%
2. May assist students with understanding and reinforcing skills and materials in their native language. May also support parents by interpreting at school functions and/or by providing student progress information.	D	15%
3. May assist with office duties including answering phones, updating and maintaining databases, maintaining records, directing visitors, preparing reports and correspondence, filing reports, ordering supplies and materials, processing the mail, and keyboarding.	D	15%
4. May assist with maintaining, monitoring, and/or managing computer technology, including one or more of the following: IBM-compatible standalone workstations, computer labs, server, software, network, software licenses, troubleshooting, data backups, service and maintenance agreements, inventory and warranty information, replacement parts, software manual library, computer equipment usage, and/or computer generated course/grade/attendance reports. May also assist with the preparation and maintenance of the building technology plan and technology budget.	D	10%
5. May attend appropriate inservices, building meetings, training, and/or school functions.	D	5%
6. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- AA degree or have passed State Approved Assessment, or 48 semester hours of college/university.
- May require training in computers, bilingual education, languages, and/or cultures.
- Two years of experience working with students in a school setting preferred. May require experience in working with children with various learning and physical disabilities, computer technology, bilingual reading/writing, and/or secretarial/clerical work.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications preferred.

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Bilingual oral and written communication skills preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps. (varies based on building assignment.)
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Building Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

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MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate			X	
Copy			X	
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	