

JOB DESCRIPTION

Job Title: **Paraeducator, Non-Instructional**
 Department: **varies**
 FLSA Status: **Non-Exempt**
 Revised Date: **February 2024**

Salary Schedule: **Classified**
 Pay Range: **3**
 Work Calendar: **177 days**
 Hours Per Day: **varies**

SUMMARY:

Support schools and/or departments by assisting with supervision of students, management of student behavior and/or supporting student needs in one or more of the following areas: lunch, recess, playground, study hall, office, after school activities and transportation. May also assist with office/secretarial duties.

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.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. May supervise students during lunch and/or on the playground. Manage student behavior, assist students to/from the lunchroom/classroom, implement discipline actions, monitor safety, and assist injured or ill students.	varies by assignment	up to 90%
2. May help with physical needs of students, particularly in classes for the handicapped.	varies by assignment	up to 90%
3. May assist the teacher in supervision of children in all aspects requested by administration, including, supervising students before the school day begins and at dismissal to ensure transportation at the end of the day.	varies by assignment	up to 90%
4. 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.	varies by assignment	up to 90%
5. May supervise students during labs, school events, tours and visits. Will assist with set-up of events and visitors.	varies by assignment	up to 90%
6. May attend appropriate inservices, building/department meetings, training, and/or school/department functions.	varies by assignment	up to 5%
7. Perform other duties as assigned.	ongoing	5%
8.	Total =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent.
- No experience required. Experience working in health care, working with children with various learning and physical disabilities, and/or working with children in a school setting preferred.

LICENSES / CERTIFICATIONS / REGISTRATIONS:

- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.
- CPR and First Aid certifications required within 1 month after hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Oral and written communication skills.
- English language skills.
- Bilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.

- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- 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.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title
Reports to:	• Building Principal or Department Supervisor

PHYSICAL REQUIREMENT AND 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 fingers, handle or feel				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			

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 requirement	
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	X
Depth perception	
Ability to adjust focus	X

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	