Paraeducator

Reports to: Regional Administrator or Program Supervisor  Classification: Classified, 6
Date: 11/17

Job Summary:
Provides assistance to licensed instructional or support staff in the delivery of Agency services. Serves early childhood special education or K-12 students in home-based programs, school programs or a variety of off-campus settings including shelter, detention, prison and others. Under the direction of licensed staff, assists to provide instructional and behavioral programming which has been designed to meet each individual’s unique educational needs.

Qualifications:
1. Two years of post high school training in a social science or education related field, or Paraeducator certificate.
2. Prior experience in a classroom setting.

Essential Functions:
Under the general direction of, and in conjunction with, licensed staff:
1. Assists to provide academic, behavior management, crisis intervention and/or other educational service support in structured individualized or group setting(s).
2. Assists to provide individual and/or group instruction.
3. Assists to implement, adapt or develop curriculum materials.
4. Assists to document and monitor child or student performance.
5. Collaborates with the team in planning and implementing educational and behavioral interventions.
6. Completes clerical duties related to educational programming, instruction and/or classroom management including, but not limited to, materials preparation, communications, and recordkeeping related to student attendance, performance, behavioral incidents, etc.
7. Provides support and assists with supervision of children/students in various settings.

Additional Responsibilities:
1. Participates in projects, committees or activities to support the mission of the program, region and Agency.
2. Participates in staff development and professional growth activities.
3. Develops and maintains proper and adequate records and documentation in accordance with Agency policies and procedures.
4. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:
1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively with others.
3. Ability and willingness to be flexible and respond to the changing needs of clients and the Agency.
4. Ability to handle information in a confidential manner.
5. Ability to prioritize and coordinate multiple tasks.
6. Ability to convey a positive and professional image to students, families and colleagues.
7. Ability to provide crisis intervention support.

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Knowledge, Skills and Abilities, cont'd:
8. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.
9. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient operation of telephone and voice mail systems and application of basic computer skills to effectively use e-mail, internet and word processing.

Physical Requirements:
1. Ability to travel between schools/sites served.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can’t always be anticipated.

EOE/M-F-H-V