ROLE: Paraeducator – Intervention Assistant (AKA PIT Para) (including ELL)

DEPARTMENT: Specialized Student Services

REPORTS TO: Building Principal and Assistant Director of Specialized Student Services

SUPERVISES: N/A

POSITION GOAL(S):
The ability to work in a variety of building programs throughout the district to assist with additional supports for students. Uphold School District U-46 ICARE Standards. Perform duties and activities under direct supervision of a certified staff member. Adhere to published policies and procedures distributed by the district and school. Maintain confidentiality of student, staff and department information within the school and community.

JOB DUTIES / ACCOUNTABILITIES:
1. Implement individual or small group re-instruction under the supervision of a certified teacher.
2. Follow through on defined programs, procedures and behavior supports.
4. Escort students within the building, as directed by the classroom teacher.
5. Work cooperatively with the classroom teacher and building team with any related activity specific to the students’ needs.
6. Attend staff meetings and staff development activities as assigned.
7. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. 3 years of ParaEducator experience preferred.
2. Effective communication skills.
3. Experience working with students in an educational setting preferred.
4. Experience working with students with behavioral needs.

EDUCATION:
1. Para Educator, Substitute, Professional Educator or Provisional Educator License required.
2. Minimum education requirement for a Para Educator License is completion of at least 60 semester hours of college course work or a passing score on the ETS Para Pro exam or two specific Work Keys exams.

PHYSICAL DEMANDS:
1. Lift, transfer, position, toileting, etc. (for special skills positions only)
2. Excellent physical agility and quick response time.
3. Ability to lift up to 50 pounds.
TERMS OF EMPLOYMENT:
This is a 10 month position. Salary and benefits as established by the Board of Education and set forth in the collective bargaining agreement as applicable. Travel within the district is required.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of DUEA employees.

JOB DESCRIPTION CREATION / REVISION DATE: 5/23/20

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ________________________________ Date: _____________