JOB DESCRIPTION
ParaEducator
SPECIALIZED STUDENT SERVICES

POSITION GROUP: DUEA

POSITION TITLE: ParaEducator – MLP, EN, ILP, PH, VI, HI (including ELL)

DEPARTMENT: Specialized Student Services

REPORTS TO: Building Principal and Assigned Teacher

SUPERVISES: N/A

POSITION GOAL(S):
To support the program in providing a classroom environment that is conducive to learning and appropriate to the maturity, interests and needs of the students with an IEP. Perform duties and activities under direct supervision of a certified staff member. Uphold School District U-46 ICARE Standards. Maintain confidentiality of student, staff and department information within the school and community.

JOB DUTIES / ACCOUNTABILITIES:

1. Implement individual or small group instructional lessons under the supervision of a certified teacher.
2. Familiarize self with IEP goals/objectives for students in the classroom.
3. Facilitate implementation of functional community based curriculum.
4. Follow through on set behavioral programs and procedures.
5. Document student behavior as directed by the teacher.
6. Supervise IEP’d students during lunch, recess, arrival and departure times, and/or community trips during assigned work hours as needed.
7. Help in the loading and unloading of student buses at school and on trips during assigned work hours as needed.
8. Escort students within the building, as directed by the classroom teacher.
9. Work cooperatively with the classroom teacher by assisting with any related activity specific to the students’ IEP.
10. Collaborate with the teacher, prepare and maintain materials.
11. Lift, transfer, position, toilet, etc. (this is special skills only).
12. Provide input to the classroom teacher regarding student-para interactions.
13. Attend staff meetings and staff development activities as assigned.
14. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Effective communication skills.
2. Experience working with students in an educational setting preferred.

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.

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: 5/30/20

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