

JOB DESCRIPTION
Salina Unified School District #305

PARAEDUCATOR

Purpose Statement:

The job of Paraeducator is done for the purpose/s of observing students and providing information to teachers and case manager; ensuring the safety and welfare of students; and assisting with the instruction of students.

Essential Functions

- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Completes ongoing training to increase knowledge for the purpose of meeting program requirements and Child Development Associate (CDA) credential requirements.
- Confers with teachers and/or specialists for the purpose of assisting in evaluating students' progress and/or implementing students' objectives.
- Implements direct academic instruction assigned by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP, district benchmarks, curriculum and/or lesson plans.
- Monitors students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- Performs record keeping (i.e., daily data on instruction and/or behavior) and clerical functions (i.e., correcting papers, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Provides direct instructional services to students under the supervision of a certificated staff member for the purpose of implementing IEP goals and/or remediating student deficiencies.
- Provides verbal and/or written feedback of observations for the purpose of assisting certificated personnel in evaluating students.
- Punctual and regular attendance is an essential function of the position.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; administering first aid; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: behavior and crisis management techniques; instructional procedures and practices; and behavior patterns and developmental limitations of emotionally disturbed students

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating in a positive, non-threatening manner; and building effective relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience

Job related experience is desired.

Clearances

TB Screening
Criminal Justice Background Investigation

Education

Completion of 48 college credit hours or successfully pass the highly qualified exam prior to start date.

FLSA STATUS

Non-Exempt

SALARY GRADE

Classified – Range 9