

The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

JOB DESCRIPTION



| | |
|---------------------------|--|
| Position: | Paraeducator |
| Reports to: | Building Principal |
| Employment Status: | Regular/Full-time |
| FLSA Status: | Non-Exempt |
| Description: | Assist the classroom teacher in helping physically, mentally and/or educationally disadvantaged students learn skills that will broaden their learning experiences and contribute to their development in order to set high expectations and to assist in creating a classroom environment that is conducive to learning for all students. |

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure the safety of students
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Assist students with physical and/or educational needs both individually and in small groups
- Collaborate with classroom teacher about students' needs and requirements including IEP goals
- Assist students with classwork
- Assist with recess, supervision, restroom breaks, emergency drills, assemblies, field trips, etc.
- Provide assistance to classroom teacher
- Provide escort and mobility assistance to student(s) when necessary
- Provide toileting and feeding assistance to students as necessary
- Act as expert classroom support to substitute in absence of teacher
- Interact in a positive manner with staff, students and parents
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Serve as a role model for students and staff
- Prepare materials for class projects
- Respond to questions and requests in an appropriate and timely manner
- Maintain a level of approachability by administration and staff
- Perform other duties as assigned by classroom teacher and/or Principal

Qualifications/Certificates:

- High School Diploma
- Associate's degree preferred
- Such alternatives to the above qualifications as the Superintendent and /or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills

Additional Working Conditions:

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
- Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

Equipment Operated:

Computer/Laptop Printer Scanner

Required Testing

Continuing Educ./Training

Clearances

First Aid
CPR/AED

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date