

# **Paraeducator JOB DESCRIPTION**

**Title:** Paraeducator  
**Department:** Classroom/Itinerant

## **Purpose and Objectives of the Position**

To work closely with exceptional students on a regular basis in an effort to provide classroom and program support through instruction, material preparation, scheduling, and communication based on students' individual needs.

## **Essential Job Functions**

- Assists supervising teacher(s) as requested in the classroom.
- Assists students in profiting from inclusionary settings by keeping students on task, assisting with assignment sheets, taking notes and or helping students who have physical limitations participate in classroom activities.
- When assisting with instruction or activities, follow the teacher's lesson plans.
- Works with one or more students to reinforce material initially introduced by the teacher.
- Assists with field trips, recess, snack preparation, bus supervision, etc., as requested by the supervising teacher.
- Implements behavior management plan as outlined by teacher and monitors time out as requested.
- Maintains confidentiality of classroom, student, and parent information.
- Assists in local or district wide screenings as requested by the district or the Interlocal.
- When assigned to more than one district, travels to assigned districts to perform all duties as required of a paraeducator.
- Change diapers or clothing and assist with dressing as needed.
- Provide OT and/or PT therapy for students under the supervision of the OT and PT therapists.
- Attends to extreme needs of special children as may be required, i.e., tube feeding, attending to children who run from the group, or children who may need constant redirecting.
- Other duties may be assigned.

## **Other Duties (Non-Essential)**

- Attends staff meetings scheduled by the local school district or Interlocal as required.
- Assistance with program support, i.e., copying, running errands, gathering instructional materials, escorting students/parents and others as required.
- Actively encourages student achievement.

- Assists with reports and files as requested.
- Assists teacher(s) with physical classroom setting, i.e., bulletin boards, room arrangement, learning centers, sterilizing toys/equipment and cleaning where required.
- Assists teacher(s) with paperwork, i.e. copying materials for student use.
- Recess, lunch duty, daily lunch count, bus supervision and other building responsibilities as requested by the local school district.
- Other duties may be assigned.

**Knowledge, Skills and Abilities Required**

- Attends inservices as requested by Interlocal, completing required hours of training/informational sessions as set forth by the Kansas State Department of Education.
- Demonstrates mobility, agility, and dexterity in moving from place to place and working with students in various circumstances inside and outside. Demonstrate the ability to focus on students and student activities more than 75% of the time. Has the dexterity to manually move, lift, pull or push objects of not more than 25 pounds.
- Works to accomplish the goals and policies of the school district.
- Follows building policies and procedures.
- Demonstrates capability to use a variety of classroom equipment, such as computer, copier, etc.
- Learns appropriate methods of working with disabled students.
- Supports and assists supervising teacher’s classroom management techniques.
- Good interpersonal and communication skills.
- Must perform essential functions with or without reasonable accommodations.
- Must support safety requirements.
- Takes questions or concerns about assignment through appropriate chain of command for answers.
- Displays dependability and punctuality in attendance.

**Working Conditions:** Moderate environmental conditions and noise levels. May be required to wear protective garments and/or gloves for exposure control under limited circumstances.

**Minimum Qualifications:** High school diploma or its equivalent. Previous work experience involving children is helpful. Must be able to work in a team situation, follow directions, work well with children and adults, and maintain confidentiality.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of paraeducators.