



## Paraeducator Education Department Job Profile

<b>Job Title:</b>	Paraeducator
<b>Department:</b>	Education
<b>Reports to:</b>	Coordinator/Education Director
<b>FLSA Classification:</b>	Non-exempt
<b>Summary:</b>	This is a full-time, 10-month position to assist the classroom teacher in the implementation of an instructional program and the custodial management of Early Intervention students.

### **Essential Duties and Responsibilities:**

- Ability to assist the teacher in developing and implementing the Individualized Education Program (IEP).
- Ability to work closely with teachers as a member of the team to continually modify a student's program.
- Ability to work with individual students or group of students under the supervisor of the teacher.
- Ability to assist with group experiences in classes assigned.
- Ability to maintain current records on the student describing strategies for the student's program.
- Ability to reinforce new and existing skills and concepts daily.
- Ability to anticipate the needs of the student to allow ample time for assignment completion.
- Ability to prepare classroom materials when not already available.
- Ability to facilitate communication among teachers, parents/guardians and others.
- Ability to plan and confer with classroom teacher(s).
- Ability to assist in supervising students during arrival, dismissal, recess and lunch.
- Ability to assist in preparation of instructional materials.
- Ability to assist with clerical tasks.
- Ability to collect instructional data.
- Ability to organize classroom papers.
- Ability to assist with supervision of field trips.
- Ability to assist in physical care of students including toileting, feeding, and other self-help skills.
- Ability to assist with routine housekeeping.
- Ability to perform other duties as necessary.

### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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**Education and/or Experience:**

- Must have completed at least 2 years of postsecondary study, possess an associate degree or higher, or met a rigorous standard of quality as demonstrated through a state or local assessment
- Good verbal and written communication skills
- Ability to handle and maintain confidential information
- Ability to handle multiple priorities.
- Ability to handle multiple tasks, projects, assignments
- Ability to communicate with coworkers, administration, clients, vendors, and others in a courteous and professional manner
- Ability to present a professional appearance and manner

**Physical Demands:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the essential duties of this job, the individual is regularly required to use hands, fingers, talk and hear.
- Ability to stand, to walk, and to negotiate steps/stairs several times a day.
- Ability to spontaneously interact with the students in their classroom environment by kneeling, stooping and/or crouching as the students move throughout the classroom.
- Ability to spontaneously interact with students in their classroom environment by moving from a standing to a sitting position as the students move throughout the classroom.
- Ability to maintain the students' safety as they move from one area to another area
- Ability to occasionally lift up to 20 pounds.