

### Paraeducator - Special Education

#### Purpose Statement

The job of Paraeducator - Special Education is done for the purpose of providing support to the instructional program within assigned classroom(s) with specific responsibility for assisting in the supervision, care and instruction of special needs students in the general education classroom or in a self-contained classroom; assisting in implementing plans for instruction; assisting in implementation of student learning participation; monitoring student behavior during non-classroom time; providing information to appropriate school personnel.

This job reports to Assigned Supervisor

#### Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students for the purpose of implementing student learning through completion of class and homework assignments.
- Assists students for mainstream classes for the purpose of supporting their learning and success in the general education environment.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information and strategies relative to job functions.
- Collaborates with instructor, case manager and other staff for the purpose of ensuring student progress in the educational program.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing Individualized Education Plan (IEP) goals.
- Co-teaches under the supervision of assigned teacher by providing instruction to students in a variety of individual and group activities for the purpose of reinforcing instructional goals, implementing IEP plans, and ensuring student learning.
- Creates activities for ongoing learning for the purpose of maintaining classroom continuity.
- Monitors students in a variety of school locations (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Assists students for the purpose of feeding, lifting, carrying, personal hygiene, mobility, and structural adaptations.
- Maintains instructional materials and provides alternative accommodations for the purpose of implementing strategies for students to accomplish goals.
- Supervises testing and supports classroom management for the purpose of providing necessary assistance to instructor.
- Supports student behavior within and outside the classroom for the purpose of ensuring appropriate behaviors for desired participation and reinforcing learning concepts.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning
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of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; adhering to safety practices and procedures; administering first aid and/or prescribed medications; applying assessment instruments; and applying physical restraint practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/ behavior; age appropriate activities/behaviors; health standards and hazards; and classroom subjects.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; communicating with persons of diverse backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; organizing tasks; setting priorities; working with detailed information/data; and working with frequent interruptions.

### **Responsibility**

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

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a clean atmosphere and under conditions with exposure to risk of injury and/or illness.

**Experience:** Experience working with school aged children and/or students with disabilities in an organized setting required.

**Education (Minimum):** High school diploma or equivalent.

### **Required Testing**

NCLB Compliance/Skills Proficiency Test

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

### **Certificates and Licenses**

None Required

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Salary Grade**

Range C

### **Revised Date**

May 17, 2022