



Job Title: Paraprofessional Educator Assistant
Reports To: Teacher and/or Building Principal/Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY

Work under the direct supervision of the teacher to support instructional activities in and out of the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Work under the direct supervision of, and follow instructional plans provided by, certified teachers and/or licensed specialists in a group or one-on-one situation.
 2. Assist in creating and maintaining a positive environment that promotes optimum learning and the safety of students and staff in any educational setting.
 3. Utilize positive behavior management strategies as directed by the teacher and/or specialist to assure student safety, dignity, and responsibility for their own actions.
 4. Assist students in independent or group study, administer remedial drill work, and provide computer assistance, using a variety of strategies respecting individual learning styles.
 5. Assist teacher in testing and evaluation of individual students.
 6. Supervise students in all areas of the school and/or other educational settings as directed.
 7. Request, gather, prepare and store materials for teachers and students.
 8. Perform clerical duties, maintain accurate records, and operate office machines as needed.
 9. Perform tasks assigned and trained by occupational and physical therapists, speech language pathologists, and other providers in the delivery of related services.
 10. Participate in in-service and/or professional development programs, funded by the district, when requested by administrator/supervisor.
 11. Comply with all applicable district, state, and federal policies and laws.
 12. Follow the school district mandates on confidentiality and reporting abuse and with regards to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
 13. Perform other duties as determined or assigned by the supervising teacher and/or principal.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists office staff and teachers as necessary including answering telephones, routing telephone calls or messages to appropriate staff and operating general office machinery including photocopy machine, computer and fax machine.
2. Attends parent-teacher conferences and assists in providing child care, as necessary.
3. Inventories, orders and stocks supplies.

4. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
5. Assists on school field trips.
6. Files documents and records according to predetermined classifications, maintaining alphabetical index, and cross references files.
7. Attends in-service trainings, staff meetings, and other District trainings as required.
8. Serve on building and District and school committees and councils as required.
9. Report issues to authorities as necessary, animal control, suspicious activity, etc.
10. Reports safety, sanitary and fire hazards immediately to teacher/principal/supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School diploma or recognized equivalent and two (2) years (72 quarter hours/48 semester hours) of higher education **or** an Associate's Degree **or** meet rigorous standards of quality in math, reading, and writing, i.e. the WorkKeys Reading and Math Assessments and the District Writing Assessment. Prior successful experience working in a school setting or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. Demonstrated ability to successfully work and maintain harmonious relationships with students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret simple instructions, short correspondence and memos. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Yearly completion of SafeSchools online training required.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The employee is frequently exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Updated: June 2020

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date