

**CLASSIFIED EMPLOYEES
INTERLOCAL #618
POSITION DESCRIPTION**

Revised 08/01/05

POSITION: PARAEDUCATOR
ASSIGNMENT: INTERRELATED/POSITIVE BEHAVIOR SUPPORTS/GIFTED
REPORTS TO: ASSIGNED SUPERVISING TEACHER(S), PARA FACILITATOR
AND ADMINISTRATORS (Building and Interlocal)

PURPOSE OF POSITION

Directly assist special needs students (through the guidance and supervision of the assigned supervisor) in classroom, program and intervention supports to help carry out students' Individualized Education Plans.

EDUCATION: Minimum of High School Diploma or equivalent

ESSENTIAL FUNCTIONS

Employees may perform any combination of the essential functions shown below. Functions may vary from site to site. This position description is not intended to be an exhaustive list of all duties and can include other duties to be assigned.

- Provide student instruction as directed by teacher and other staff to individuals or small groups in a variety of areas including academics, gross and fine motor skills, speech and language, feeding skills, self-help skills and behavior supports in a variety of school settings
- Provide accommodations and modifications for students as instructed in daily school routines and assessments
- Monitor and manage student behavior in accordance with established guidelines as instructed by supervisor
- Prepare instructional materials as directed by supervisor including coordinating supplies and materials
- Assist with student schedules, data, attendance, classroom work and administrative records as required
- Assist the supervisor in maintaining health and safety of special education students by being aware of the environment and the special needs of each student
- Assist regular classroom teachers where students attend
- Supervise students inside and outside the classroom and in the community
- Assist the supervisor with any errand, duty or project such as field trips and/or playground duty
- Attend special training/staff development as assigned related to the instructional program and other needs – fulfill the number of required inservice hours as specified per the contract
- Assist teacher in maintaining data related to student progress

Knowledge, Skills and Abilities:

- Be familiar with and follow the Classified Employees Handbook and the Strategies Handbook
- Learn procedures, functions and limitations of assigned duties
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with others
- Learn subjects taught in the district school
- Carry out safe practices in classroom and playground activities
- Proficient grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Exhibit interpersonal skills including tact, patience, courtesy, following directives
- Attend regularly to meet student needs

Physical Requirements:

Standing	Frequent
Walking	Frequent
Sitting	Frequent
Bending/Stooping	Frequent
Manual dexterity tasks	Frequent
Reaching/Pulling	Occasional
Lifting	Occasional*
Carrying 25 feet	Occasional
*Under 25 pounds	

WORKING CONDITIONS

- Both indoors and outdoors
- Possible hazards: stairs, dust, drafts, communicable diseases and others depending on assignment
- Moderate environmental conditions and noise levels. May be required to wear protective garments and/or gloves for exposure control under limited circumstances

I have received a copy of this job description.

Name – Print

Signature Date