

ROLE DESCRIPTION PARAEDUCATOR

TITLE: Paraeducator

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience and/or specialized training with individuals with special needs preferred.
3. May require further specialized training and/or skills in addition to specific school assignments.

REPORTS TO:

Building Principal and/or Designee(s).

JOB GOAL:

To support students and to implement Individual Educational Plans and other prescribed plans, under the direction of a certified teacher or licensed professional.

PERFORMANCE RESPONSIBILITIES:

A. PROVIDE ACADEMIC SUPPORT:

1. Implement instructional and behavioral plans, activities, provide study guides, notes, and classroom accommodations as stated in the individual student's plan.
2. Instruct and/or assist students in basic life skills, general behavior, and organizational skills.
3. Repeat instructions to student(s), help students with assignments, and keep student(s) on task and focused during class as needed.
4. Attend Vocational Technical classes and/or community based instructional settings and/or specials/unified arts with student(s) when necessary.
5. Assist with administering tests to individual or small groups of students.
6. Assist student(s) in the use of computers, adaptive devices, all augmentative communications.
7. Prepare and insure proper functioning of adaptive equipment to accomplish instructional objectives.
8. Assist and/or instruct student(s) as required in activities of daily living, to include but not limited to; toileting, toilet training, diaper changing, self-care, eating, communication, changing clothes, wheel chair transport and transfer, and use of special equipment, with proper training.

B. MAINTAIN COMMUNICATION AND COLLABORATION:

1. Assist the student's team to develop and implement age-appropriate opportunities for social interactions.
2. Participate in student conferences/program planning sessions to assist in developing students' plans, and assessing/evaluating student needs and progress as requested.
3. Attend paraeducator meetings.
4. Provide feedback and other pertinent information based on observations of students to the special education teacher/classroom teacher and other licensed professionals.
5. Refer all inquiries/concerns about the student(s) to the special education teachers.
6. Provide coverage for other paraeducators.
7. Maintain home/school communication when requested.

8. Understand and carry out routine oral and written instructions.

C. PROVIDE A SAFE ENVIRONMENT, SUPERVISE STUDENTS, AND ACCOMMODATE STUDENTS' MEDICAL/PHYSICAL NEEDS:

1. Provide support to students in various community/school activities.
2. Participate in the supervision of students as assigned.
3. Enforce school/district policies and procedures.
4. Implement behavioral plans and interventions.
5. Assist with physical restraint techniques when needed with trained appropriate personnel.
6. Perform allowable medical procedures/services (may include sensory integration techniques) approved by the district with proper training and supervision by trained personnel.
7. Oversee basic job training for the student in and out of the school setting.
8. Assist and/or seat student(s) on and off the bus.
9. Assist students in general activities including arrival, snack, recess, dismissal, assemblies and field trips.

D. PERFORM CLERICAL DUTIES:

1. Assist in the development and utilization of instructional materials and space.
2. Complete Medicaid forms and other related paperwork.
3. Document/report student(s) data as requested.

E. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS (WILL VARY ACCORDING TO ASSIGNMENT):

Standing – Frequent
Walking – Frequent
Sitting – Occasional
Driving – Occasional
Lifting – Frequent to Occasional
Bending/stooping – Frequent to Occasional

WORKING CONDITIONS:

Hazards: bodily fluids, communicable diseases, and others, depending on assignment.

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.