



Job Description: Paraeducator 1

Under the direction of the site or District administrator, the Paraeducator 1 strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The Paraeducator 1 supports the supervision and instruction related to the identified needs of special education students.

Major duties and responsibilities:

- Provides academic, behavior and social instructional assistance to individual or small groups of special education students
- Works in-depth with individual or small groups of students to execute lesson plans
- Reinforces learning experiences for students
- Assists teacher, specialist or therapist in assessing student ability and progress, provides information and discusses student daily activities, progress and needs
- Helps to implement IEPs and behavioral intervention programs, assists with student behavior, following classroom rules, behavior plans and approved techniques and strategies
- Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude
- Must observe confidentiality
- Works with students on content material, including assistance with current computer technology, as needed, may correct papers and maintain records as required
- Works with the Special Education Staff in preparation for parent conferences, and IEP meetings
- Assists students with personal hygiene and developing self-help grooming skills as appropriate, such as dressing and undressing, eating, washing, oral care and toileting, assists in changing diapers as needed. (A 4% stipend is provided when an employee is required to assist a student with diapering or toileting)
- Assists students learn independent living skills such as walking safely to a destination, using public transportation and complying with traffic signals, proper money handling and food purchasing
- Confers, as needed, with teachers concerning student needs
- Alerts teacher to any special problems or information concerning students



- Assists staff to develop and evaluate individual and group educational goals and objectives
- Provides instructions, information and assistance to substitute teachers; participates in meetings and in-service training programs as assigned
- Must be prepared to change routine or perform tasks normally done by another member of the school or classroom team upon request of the teacher, specialist and/or supervisor
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of age appropriate child development and guidance in an educational setting
- Knowledge relating to special education preferred
- Knowledge of the basic subjects taught, including mathematics and English usage, with sufficient competency to assist students
- Knowledge of safe practices in classroom and playground activities
- Knowledge of teaching and instruction methods that enhance remedial learning
- Knowledge of principles and techniques of discipline and behavior modification
- Knowledge of human relation skills to work productively and cooperatively with others
- Ability to learn as required and possess the skills and abilities to provide for the needs of special education students
- Ability to assist with the implementation of instructional goals and activities in a classroom, small group and/or individual learning needs
- Ability to assist students to develop self-help, hygiene and other necessary life skills
- Ability to demonstrate patience when conveying information, and sensitivity to the special needs of students
- Ability to maintain confidentiality of information
- Ability to learn and effectively implement principles and techniques of discipline and behavior modification
- Ability to follow district regulations, policies and objectives applicable to assigned programs
- Ability to effectively and properly use and position specialized equipment and apparatus for severely, physically, emotionally and multi-handicapped students
- Ability to operate instructional and office equipment
- Ability to assist in maintaining order among students
- Ability to interact with staff, students and others in a positive, and cooperative manner.

Supervision/Evaluation:

Under the supervision and direction of the site or District administrator.



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Education and Experience Required:

- Graduation from high school or equivalent
- Experience working with students in a classroom or equivalent environment is preferred.

Working Conditions:

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required
- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels
- Subject to interruptions
- Some exposure to health and safety considerations from the physical requirements necessary for this position and from possible exposure to bodily fluids.

Physical Abilities:

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time
- Able to lift/carry up to 50 pounds, and up to 70 pounds, with assistance, occasionally
- Able to push and pull objects weighing up to 80 pounds
- Able to sustain strenuous manual labor for 4 hours with legal breaks
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Dexterity of hand and fingers to operate equipment, carrying, pushing or lifting supplies
- Visual capability to observe
- Able to move around school environment independently
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion

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- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation.

Job Description: Paraeducator 2

Under the direction of the site or District administrator, the Paraeducator 2 strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The Paraeducator 2, in a specialized program, and with specialized training, assists the special education teacher and/or specialist and/or school administration in student supervision and instruction activities as related to the identified needs of special education students.

Major duties and responsibilities:

- Drawing from their specialized training, provides academic, behavior and social instructional assistance to individual or small groups of special education students
- Works in-depth with individual or small groups of students to execute lesson plans
- Reinforces learning experiences for students
- Assists teacher, specialist or therapist in assessing student ability and progress, provides information and discusses student daily activities, progress and needs
- Helps to implement IEPs and behavioral intervention programs, assists with student behavior, following classroom rules, behavior plans and approved techniques and strategies
- Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude
- Must observe confidentiality
- Works with students on content material, including assistance with current computer technology, as needed, may correct papers and maintain records as required
- Works with the special education staff in preparation for parent conferences, and IEP meetings
- Assists students with personal hygiene and developing self-help grooming skills as appropriate, such as dressing and undressing, eating, washing, oral care and toileting; assists in changing diapers as needed
- Assists students learn independent living skills such as walking safely to a destination, using public transportation and complying with traffic signals, proper money handling and food purchasing
- Confers, as needed, with teachers concerning student needs
- Alerts teacher to any special problems or information concerning students
- Assists staff to develop and evaluate individual and group educational goals and objectives



- Provides instructions, information and assistance to substitute teachers; participates in meetings and in-service training programs as assigned
- Must be prepared to change routine or perform tasks normally done by another member of the school or classroom team upon request of the teacher, specialist and/or supervisor
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of age appropriate child development and guidance in an educational setting
- Knowledge relating to special education preferred
- Knowledge of the basic subjects taught, including mathematics and English usage, with sufficient competency to assist students
- Knowledge of safe practices in classroom and playground activities
- Knowledge of teaching and instruction methods that enhance remedial learning
- Knowledge of principles and techniques of discipline and behavior modification
- Knowledge of human relation skills to work productively and cooperatively with others
- Ability to learn as required and possess the skills and abilities to provide for the needs of special education students
- Ability to assist with the implementation of instructional goals and activities in a classroom, small group and/or individual learning needs
- Ability to assist students to develop self-help, hygiene and other necessary life skills
- Ability to demonstrate patience when conveying information, and sensitivity to the special needs of students
- Ability to maintain confidentiality of information
- Ability to learn and effectively implement principles and techniques of discipline and behavior modification
- Ability to follow district regulations, policies and objectives applicable to assigned programs
- Ability to effectively and properly use and position specialized equipment and apparatus for severely, physically, emotionally and multi-handicapped students
- Ability to operate instructional and office equipment
- Ability to assist in maintaining order among students
- Ability to interact with staff, students and others in a positive, and cooperative manner.

Supervision/Evaluation:

Under the supervision and direction of the site or District administrator.



Education and Experience Required:

- Graduation from high school or equivalent
- Experience working with students in a classroom or equivalent environment is preferred
- Hold a certificate reflecting successful completion of the District's specialized behavior training. If hired for this position, the employee will be required to attend District provided training to obtain a certificate.

Working Conditions:

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required
- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels
- Subject to interruptions
- Some exposure to health and safety considerations from the physical requirements necessary for this position and from possible exposure to bodily fluids.

Physical Abilities:

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
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- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time
- Able to lift/carry up to 50 pounds, and up to 70 pounds, with assistance, occasionally
- Able to push and pull objects weighing up to 80 pounds
- Able to sustain strenuous manual labor for 4 hours with legal breaks
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Dexterity of hand and fingers to operate equipment, carrying, pushing or lifting supplies
- Visual capability to observe
- Able to move around school environment independently
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension



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- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation.