

Howell Mountain Elementary School District

JOB DESCRIPTION



PARA-EDUCATOR

(Classified Service)

Position Summary:

Employees holding the position of Para-Educator work directly with students in both the General Ed program as well as the Special Ed program. Working under the direction of certificated staff members and the Special Education Team, these Para-Educators facilitate the delivery of educational goals established by the District, using District defined strategies as well as modifications and methods designed by the certificated staff and the IEP Team.

Essential Functions:

- Assists teachers in the conducting of lessons and a variety of classroom activities
- Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction
- Assist children with development of adequate adaptive behavior skills, to include toileting when necessary, and assisting with other adaptive behavior needs
- Ability to understand, interpret, and carry-out the directive of a student's IEP
- Adapt lesson plans and Project Based Learning activities to be effective to target students
- Ability to understand the needs of special education students and adapt to meet those needs
- Assist in the design and delivery of Project Based Learning activities
- Assists in maintaining order among students in the classroom to maintain an effective learning environment
- Appraises teacher of behavioral and learning problems experienced by the students
- Works with instructional materials such as workbooks, flash cards, and multiplication tables
- Prepares for, assists with, and cleans up after various classroom projects
- Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities
- Assists in the preparation of graphic and written teaching materials
- Grades papers, operates available technology, and keeps records as directed by the teacher
- Attends to students' physical needs in the classroom
- Assists in maintaining inventory of books, teaching aids and other supplies
- May perform a variety of tasks for many teachers
- May assist with programs, equipment, and materials to meet the needs of exceptional students
- Helps individual students with specific problems
- Maintains regular and prompt attendance in the workplace
- May assist in yard duty assignment
- Possesses a genuine liking for children
- Keeps confidential staff informed of all relevant school matters
- Works collaboratively with other staff members
- Perform other duties as assigned

Education and Experience:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. Two years of college or passing of the district proficiency exam required. Must pass the District skills and technology proficiency test. A strong understanding of Project Based Learning goals and objectives is desired.

(OVER)

Skills and Qualifications:

- Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
- Ability to fill out reports as determined by the Special Education Team
- Knowledge of student recreational activities
- Ability to assist with supervising the learning activities in a school district setting
- Ability to successfully use technology available throughout the district; both in the classroom and in the staff common areas
- Ability to research, recommend, and utilize adaptive technology
- Ability to work independently on own initiative
- Ability to operate standard office equipment
- Ability to maintain cooperative working relationships with those contacted in the course of work.

Physical Requirements:

The requirements listed below are the minimum requirements for the position of Para-Educator. Individual positions may require increased requirements due to the nature of the job.

- Stand and walk on hard and/or uneven surfaces for extended periods of time.
- Bend, squat and/or stoop for brief periods of time.
- Reach above shoulder level for brief periods of time.
- Push/pull amounts up to 40lbs.
- Lift and carry up to 40lbs.

Work Environment:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

Supervision:

The Classified Service is supervised by the site administrator and District confidential staff.

Salary:

Para-Educator's are hourly employees, paid in accordance with the Classified Salary Schedule, Section 2B.