

PARAEDUCATOR - INSTRUCTIONAL

Purpose Statement:

The job of Paraeducator - Instructional is done for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students to assist in providing a positive learning environment that allows for students' personal, social and intellectual development.

Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Demonstrates good habits for the purpose of improving the quality of students outcome and encouraging student development.
- Distributes instructional materials (e.g. textbooks, learning package materials, supplies, equipment, etc.) for the purpose of providing students with necessary items and assisting the teacher in the classroom.
- Guides students in independent study (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains classroom equipment, work area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, audio visual equipment, bulletin boards, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. for the purpose of ensuring a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, attendance, phone calls, etc.) for the purpose of supporting the teacher and/or in providing necessary records/materials.
- Prepares documents in standardized formats for the purpose of providing written documentation and/or conveying information.
- Reads to students for the purpose of explaining words/meanings, re-phrasing materials and providing learning examples.
- Translates verbal and written communication(s) as assigned for the purpose of assisting students, teachers and parents in communications.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups including individuals with limited English fluency; motivating students, being patient, maintaining confidentiality; setting priorities; working as part of a team; and working in an instructional environment with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a generally hazard free environment and in varying atmospheric conditions.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Physical Exam/TB Screening

Certificates & Licenses

Valid Driver's License & Evidence of Insurability (as assigned)

Continuing Educ. / Training

None Specified

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 8