



## **PARAEDUCATOR (ADMINISTRATIVE SUPPORT)**

Classification: Administrative Support

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Bargaining Unit: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Administrative support paraeducators assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

Paraeducators perform a variety of instructional, classroom support, and student supervision duties to assist the school and teachers in instruction, supervision and education of students.

### **Part II: Supervision and Controls over the Work**

Works under the day-to-day direction of the administrator and staff members supported. The administrator provides assignments, directions and oversight of work performed, training, direction, and guidance governing school-wide duties. Paraeducators are responsible for being familiar with the school/district policies and procedures which govern their work and confidentiality requirements under FERPA.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Assists with after-school academic and detention programs for the purpose of improving student progress and adaptation to the education process. Oversees low-level student discipline such as student problem solving, behavioral discussions, and detention in accordance with school and district policies and procedures.
2. Oversees student safety, hallway supervision, after school detention, activities, etc. Takes steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations. Documents behavior and progress of students to assist teacher in assessing progress with education plans.
3. Works collaboratively by assisting administrators and teachers in assessment of student learning, supporting curriculum, student interactions and behavior, enforcing safe behaviors, and enhancing social growth of student in the school setting. Compiles student

and family information for the purpose of identifying at-risk students and determining student eligibility for services and assists in coordinating such services.

4. Assists with harassment, intimidation, and bullying investigations. Identifies alleged aggressors and witnesses to be interviewed, gathers details on what occurred and completes incident reports. Assures school investigative procedures and timelines are followed. May communicate with parents as necessary.
5. Provides limited first aid when necessary. Assesses injury to determine whether nursing care is needed. Maintains knowledge of students that may have medical concerns to remain aware of potentially dangerous situations.
6. Communicates with students, parents, community members and other staff members, exercising discretion and assuring protection of student confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
7. Performs administrative support duties such as making copies, operating office equipment, answering telephones, ordering materials, and record keeping. Compiles and maintains confidential and non-confidential manual and electronic files and records for the purpose of informing administrators, notifying parents, documenting student records, and providing an up-to-date reference and audit train for compliance.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. May be required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
4. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
5. Ability to assist, console, and manage students who may be emotional, distraught, or frustrated.
6. Ability to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.

7. Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
8. Be or become knowledgeable and supportive of classroom management and student discipline procedures.
9. Ability to communicate effectively verbally and in writing with proficiency in the proper use of the English language to include annunciation, spelling, and syntax to assist and model proper language usage by students.
10. Ability to organize work and set priorities for accomplishing work in a timely and effective manner.
11. Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
12. Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
13. Skill in the use of office and computer equipment and use standard office software and student information system software, including creating, manipulating, and updating student databases in Excel.
14. Positions in ECEAP program require a state food handler's certificate and a tuberculosis skin test or alternate evidence.

**Part V: Desired Qualifications**

1. Successful completion of an associate's degree or two years (72 credits) of post-high school education in appropriate and related areas of study. The education requirement may be substituted at the sole discretion of the district by successfully passing the written ParaPro Assessment competency examination.
2. Bachelor's degree.
3. Two years of experience that demonstrates the ability to work successfully with children in a learning environment.
4. Bilingual skills in languages common to the student and community.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is occasionally exposed to outdoor weather to include wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.