



PARAEDUCATOR (ECEAP)

Classification: Paraeducator

Location: Assigned School(s)

Reports to: ECEAP Supervisor

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees 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

Paraeducators work collaboratively under the direction of the ECEAP Instructor, who assigns specific responsibilities, and under the direct supervision of the ECEAP supervisor. Principal or principal designee provides training, direction, and guidance governing the performance of school-wide duties. Paraeducators are responsible for being familiar with the school/district policies and procedures which govern their work.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Assists students in one-to-one and small group settings to provide additional learning support for instructional areas, including reading, math, vocabulary, writing, library, and special needs.
2. Assists students in dealing with conflict, expressing themselves in appropriate ways, and improving their behavior.
3. Assists teachers in the preparation of learning materials, including making copies, bulletin boards, and visual learning aids.
4. Coordinates activities and meets with teachers on a regular basis.

5. Administers assessments and helps to evaluate student progress in reading, math and language arts; grades assignments and tests, as directed.
6. May answer phones, assist visitors, maintain records, operate office equipment, collect and distribute materials, inventory, and order and process materials.
7. May assist students with special needs, skills improvement, behavior techniques, and other activities; escort students to and from locations.
8. Works collaboratively by assisting teachers and specialists in assessment of student learning, supporting curriculum, student interactions, enforcing safe behaviors, and enhancing social growth of students in the classroom and other school settings.
9. Provides support to teachers with activities such as preparation of instructional materials, communications, student records, and grading documentation.
10. Provides instructional support to students in one-to-one, small, and large group settings at the direction of the teacher(s). Assesses and provides input to teacher(s) on student participation and progress. May administer and record student assessment results, to support the teacher.
11. Oversees student safety with activities such as recess and playground, lunch, bus duty, crossing guard duty, hallway supervision, in-school detention, etc.
12. Communicates with students, parents, community members and other staff members, and exercises discretion and assures protection of student's confidentiality consistent with building and district policies.
13. Monitors student behavior in classroom and non-classroom settings. Documents behavior and progress of students to assist teacher in assessing student progress with education plans. Maintains or assists with student progress reports.
14. Models appropriate behavior for students.
15. Provides students with guidance and reinforcement of rules and expected behaviors.
16. Performs clerical duties such as making copies, operating office equipment, answering telephones, ordering materials, and record keeping.
17. Performs food service assistance to students.

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. Successful completion of an Associate's degree or two years (72 credits) of post-high school education in related areas of study. The education requirement may be substituted by successfully passing the ParaPro Assessment. Must complete an equivalent of 12 college credits in early childhood education OR current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition. (May be hired on a provisional basis and placed on a Professional Development Plan documenting how full qualifications will be obtained within two years of appointment, or less, as determined by the district in the initial plan.)
4. Required to meet the state paraeducator certification requirements consisting of completion of the Fundamental Course of Study and the General Paraeducator Certificate by the timelines provided by the Professional Educators Standards Board.
5. Required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
6. Skill in the use office and computer equipment and use standard office software and student information system software.
7. Knowledge of student discipline procedures.
8. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
9. Ability to assist, console, and manage students who may be emotional, distraught, or frustrated. Ability to conduct conflict resolution between students.
10. Ability to remain professional, calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
11. Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.

12. Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
13. Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
14. Ability to communicate effectively verbally and in writing.

Part V: Desired Qualifications

1. Bachelor's degree.
2. Bilingual skills in a common language to the district and community.
3. Two years of experience that demonstrates the ability to work successfully with children in a learning environment.

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

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

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

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to 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.