



PARAEDUCATOR (Resource Room and Program Support)

Classification: Paraeducator

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Employee Group: EAP

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

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

Part I: Position Summary

Paraeducators perform a variety of instructional, classroom support, and student supervision duties to assist the school and teachers in the instruction, supervision, and education of students. The Resource Room and the Program Support Paraeducators exercise their duties and responsibilities in the school's resource room program. The resource program of the district serves students with Specific Learning Disabilities (SLD), health impairments, and mild social/emotional behavioral deficits. The resource room provides students with specially designed instruction to be successful in general education classrooms. These programs are available at every school in the Everett Public Schools.

Part II: Supervision and Controls over the Work

Paraeducators work collaboratively under the direction of the teacher, who assigns specific responsibilities, and under the direct supervision of the principal or principal designee. The 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 that govern their work.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Works collaboratively by assisting teachers and specialists in assessing student learning, supporting curriculum and student interactions, enforcing safe behaviors, and enhancing the social growth of students in the classroom and other school settings.
2. Provides support to teachers with activities such as preparation of instructional materials, communications, student records, and grading documentation.
3. Provide instructional support to students in one-to-one, small, and large group settings at the teacher's direction. Assesses and provides teacher(s) input on student participation and progress. May administer and record student assessment results to support the teacher.
4. Works with English Learners (EL), using English and a second language, if possible, to assist with EL students' learning.

5. Oversees student safety with activities such as recess and playground, lunch, bus duty, crossing guard duty, hallway supervision, in-school detention, etc.
6. Communicates with students, parents, community members, and other staff members, exercises discretion, and assures the protection of student confidentiality consistent with building and district policies.
7. Monitors student behavior in classroom and non-classroom settings. Documents students' behavior and progress to assist teachers in assessing student progress with education plans. Maintains or assists with student progress reports.
8. Takes steps to intervene when students may be in dangerous or unsafe situations.
9. Models appropriate behavior for students.
10. Provides students with guidance and reinforcement of rules and expected behaviors.
11. Performs clerical duties such as making copies, operating office equipment, answering telephones, ordering materials, and record keeping.

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 the 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 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.
4. Required to meet the state paraeducator certification requirements of completing the Fundamental Course of Study and the General Paraeducator Certificate by the timelines provided by the Professional Educators Standards Board.
5. Be certified or become certified in first aid, CPR, and defibrillator operation.
6. Skill in using office and computer equipment and standard office software, as well as 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 challenging to engage.
11. Ability to follow written and verbal directions, 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.



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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 demonstrating 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 represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

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

The employee must lift and move 25 to 50 pounds and may assist or move students with more significant 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 humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The individual may be expected to be exposed to blood or other potentially infectious materials during their duties.

The employee may be exposed to infectious diseases carried by students, student noise, and learning resource noise levels. The employee may be required to travel in school-owned or leased vehicles while supervising and assisting students.