

Job Description

Job Title: **ParaEducator, Classroom Assistant**
 Job Family: **School Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **July 26, 2006**

Job Code: **1259**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 10**
 Typical Work Year: **9 months**

SUMMARY: Assist students by helping individuals or small groups of students with reading, writing and basic math skills, implementing instruction, reinforcing learning skills, and reinforcing school-wide discipline procedures. Assists instructor with preparation of classroom materials, monitoring students, and evaluating and recording student achievement. If in the Dual Language Program, also uses Spanish to perform the duties of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assists students with classroom activities. Implements teacher’s instruction plan. Performs tutoring, both individually and with small groups to ensure mastering of subjects.	Daily	60%
2. Assists teachers in preparing materials, administering tests, grading, attendance, etc. Assists with paperwork and documentation as needed.	Daily	15%
3. Monitors students during breaks, recess, time outs, on field trips, etc.	Daily	15%
4. Assists with special projects. May administer first aide and/or assist students to clinic or nurse.	Weekly	5%
5. Perform other job-related duties as assigned including lunchroom/playground duty..	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- No experience required.
- Experience in working with school age children preferred.
- If working in the Dual Language Program, must be proficient in Spanish.
- If working in the English as a Second Language (ESL) area, must successfully complete the District administered ESL Training Program (approximately 15 hours) within 3 months of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- First Aid certification preferred.
- Must successfully complete the Adams County BOCES Safety Training Class within 30 days of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to diffuse and manage volatile and stressful situation.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal or Assistant Principal	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well being of students in the classroom, getting on and off the bus, on recess.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	