

**Central Valley School District
Job Description #509**

TITLE Paraeducator – Title I

GENERAL SUMMARY

The Paraeducator will be involved with reinforcing reading, language arts, and/or mathematics as identified to meet individual students' needs, including identified ESL/ELD students. All Paraeducator positions may include instructional and supervisory duties.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Paraeducator -Title I may perform all or a combination of the following:

1. Assist in screening of eligible students
2. Prepare and submit monthly reports.
3. Administer appropriate diagnostic materials as prescribed in program.
4. Follow scope and sequence of Title I Program as outlined.
5. Assist students on specific skills as prescribed by the Program Coordinator.
6. Prepare teaching materials as prescribed by the Program Coordinator.
7. Record daily and long term objectives as prescribed by the Program Coordinator.
8. Attend all District Paraeducator inservice meetings as required.
9. Supervise playgrounds, parking lots, commons, and halls utilizing good judgment.
10. Enforce safety regulations on campus and in building.
11. Enforce school discipline policies and procedures.
12. Take care of and assist in minor injuries.
13. Make sure unauthorized persons are not on the campus.
14. Work with the appropriate building administrator in establishing punishments and/or restrictions.
15. Work with appropriate building administrator on parking or safety issues.
16. Assist with lunch supervision.
17. Perform other duties as required by the Building Principal/Program Coordinator.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Building Principal/Designee/Program Coordinator

MENTAL DEMANDS

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors and academic abilities; may occasionally deal with distraught or difficult students.

PHYSICAL DEMANDS

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels. Required to work outdoors in inclement weather; required to stand for prolonged periods; required to hold equipment in proper position for varying lengths of time; may occasionally be exposed to recklessly operated vehicles.

QUALIFICATIONS

1. High school diploma or equivalent.
2. AA degree, 2 years of college level credits or passing score on the Washington State ETS Parapro Praxis test.
3. Passing score on the Scheig Paraeducator Assessment test.
4. Demonstrated ability to communicate clearly and work effectively with students, staff and parents.
5. Basic knowledge of computers and instructional equipment.
6. Prior successful instructional experience and/or training working with children who have learning problems.
7. Demonstrated patience and initiative.
8. Able to follow directions and respect confidential information.
9. Has interest in working with children with learning problems.
10. Is flexible and punctual.
11. Basic understanding of and interest in the subject area/s.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE – Paraeducators

CLASSIFICATION HISTORY

Revised 04/95
Revised 09/05
Revised 02/18