

# Butler County Special Education Interlocal #638

## Special Education Paraeducator Job Description

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1. **Job Title:** Special Education Paraeducator
2. **Purpose:** To improve the quality of the educational program offered to exceptional children.

### 3. Job Requirements:

- A. Evidence of good mental and physical health.
- B. Correct articulation and language use.
- C. Attend and meet criteria of required inservice(s).
- D. Keep aware of paraeducators information sent in newsletters and memos.
- E. Able to work in crowded, noisy environments.
- F. May require some travel.
- G. Must implement directions from the professional.
- H. Some lifting may be required.
- I. Able to accept supervision from the supervising teacher.

### 4. Qualifications:

#### **The paraeducator will:**

- A. Carry out remedial or developmental activities as directed by the licensed person.
- B. Assist teachers and specialists in collection and preparation of instructional materials and equipment.
- C. Work with (tutor) individual pupils.
- D. Work with small groups.
- E. Drill the entire class on follow-up or reinforcement activities.
- F. Correct papers and check the work of students at the discretion of the instructor.
- G. Measure and chart behavior for each target as directed by the supervisor.
- H. Maintain a time log of activities, if necessary.
- I. Assist with classroom housekeeping chores.
- J. Prepare instructional aids, games, and bulletin boards at the discretion of the supervisor.
- K. Perform various clerical duties within the classroom. This may include data entry on computer.
- L. Supervise students on buses and/or at dismissal and/or on field trips.
- M. Supervise job training.
- N. Assist in carrying out programs set up by support personnel (occupational therapy, physical therapy, speech pathology and vocational)
- O. Maintain good public relations with parents, supervisor and co-workers.
- P. Any and other all duties as assigned by the supervisor(s.)

**5. The paraeducator will not:**

- A. Engage in diagnostic activities.
- B. Make prescriptive judgments.
- C. Release confidential information regarding children without permission of the specialist or teacher.
- D. It is the policy of the Special Education Interlocal that no paraeducator drive any children in their private vehicle at any time as it relates to their position with the school.

**6. Evaluation:**

The evaluation is conducted by the supervising teacher(s) on the approved Paraeducator Evaluation form. Paraeducators should expect to be evaluated during their first 60 days of employment and then annually by April 1<sup>st</sup> of each school year. The purpose of the evaluation is to improve job performance.

**Evaluations may be conducted at anytime and as often as the supervisor or evaluator deems necessary.**

**7. Supervision:**

- A. The paraeducator will be directly responsible to the special education teacher and the building principal they are assigned to. These are the ONLY persons who can sign time sheets, inservice, and absence sheets. In the teacher's absence, please have the principal sign all forms.
- B. The special education teacher is responsible for observing each paraeducator to insure that the paraeducator is carrying out responsibilities appropriately.
- C. The paraeducator will be responsible to their supervising teacher and will follow all directives of their supervising teacher.

**Paraeducator(PrintedName)** \_\_\_\_\_

**Paraeducator (Signature)** \_\_\_\_\_

**Date**\_\_\_\_\_

**Supervisor(PrintedName)**\_\_\_\_\_

**Supervisor (Signature)** \_\_\_\_\_

**Date**\_\_\_\_\_