

# Job Description

## Sedgwick County Educational Services Interlocal Cooperative #618

### **Paraeducator - Mild**

#### Purpose Statement

The job of Paraeducator - Mild is done for the purpose/s of providing support, under the direction and supervision of a licensed staff member, to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care, and instruction of special needs students in a general classroom and special resource classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and attending meetings, as scheduled.

This job reports to the special education teacher(s).

#### Essential Functions

- Adapts classroom activities, assignments, and materials under the direction of the licensed staff member for the purpose of supporting and reinforcing classroom objectives.
- Administers a variety of activities (e.g. tests, homework, make-up work, etc.) for the purpose of supporting teachers in the classroom.
- Assists in the implementation of instructional plans designed by IEP team for the purpose of presenting and reinforcing learning concepts previously presented by a licensed staff member.
- Assists medically fragile or physically disabled students for the purpose of helping students maintain personal hygiene.
- Attends a variety of meetings (e.g. staff meetings, in-services, workshops, etc.) for the purpose of acquiring and conveying information relative to job functions.
- Communicates with a variety of individuals (e.g. supervising instructional staff, professional support personnel, etc.) for the purpose of implementing IEP objectives and assisting in evaluating progress.
- Maintains instructional materials, files, and records for the purpose of ensuring availability of items, providing written references, and recording progress towards IEP goals and objectives.
- Models desired behaviors (e.g. conversation, manners, cleaning activities, listening, everyday interactions, etc.) for students for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Monitors students during assigned periods within a variety of environments (e.g. classrooms, hallways, cafeteria, community, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides support for classroom teachers (e.g. reinforcing instructional objectives, implementing IEP plans, etc.) for the purpose of ensuring students success in school.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to State Law and school policies as a mandated reporter.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing situations and taking appropriate action; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentiles, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations, and laws; instructional procedures and practices; age appropriate student activities; lesson plan requirements; conflict resolution; stages of child development and behavior; basic disabilities; and behavioral management strategies.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; exhibiting tact and patience; diffusing confrontations; working as part of a team; organizing tasks; setting priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere. Regular attendance is an essential function of the job.

Experience: Job related experience is desired.

Education: High School diploma or equivalent. Some college hours preferred.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Approval Date

Salary Grade

Non Exempt