

**PENINSULA SCHOOL DISTRICT**  
**Job Description**

**PARAEDUCATOR**

**JOB SUMMARY:**

This position assists a certificated teacher or other staff member with instructional and non-instructional activities for students in a classroom. Responsibilities include tutoring students, correcting classroom work, monitoring student behavior, and preparing classroom materials. Depending upon individual assignment, duties may also include clerical work such as typing and duplicating materials, providing basic first aid, or supervising students on the playground.

**DUTIES AND RESPONSIBILITIES:**

1. Tutors students individually or in small groups in a variety of learning activities assigned by the teacher; promotes student understanding of materials presented. Reinforces and reviews concepts and skills. Adjusts tasks to suit needs of students if necessary.
2. Collects, reviews, grades and records student assignments. Assists students with research for assignments; returns assignments and tests; provides feedback. Assists teacher in maintaining student records.
3. Types, duplicates, collates and distributes classroom materials and projects. May operate laminating equipment.
4. Assists teacher in monitoring student behavior and disciplines students as authorized.
5. Assists teacher in maintaining classroom physical appearance, including creating posters, charts, and bulletin board displays.
6. Tallies scores and converts scores to grades; completes student progress reports prepared by teacher; mails reports as requested.
7. Administers and scores diagnostic tests; gives oral exams to students. Assists in completing special program forms; assembles student materials for confidential files.
8. May enter data into a microcomputer and maintains various data bases. Utilizes data base information to prepare reports and lists.
9. May assist teacher to order and stock office and classroom supplies.
10. Maintains student records including attendance; may prepare student progress information for parents.
11. Assists classroom teacher in preparing instructional materials, quizzes, teaching aids and review sheets.
12. May attend classes with students who are mainstreamed; monitors behavior of mainstream students and assists with classroom management. Ensures mainstream student's understanding of material presented.
13. At elementary level, may supervise students on the playground during recess or lunch periods. Monitors behavior and maintains order. Ensures that children follow rules and regulations. Supervises safe use of playground equipment; alerts staff members concerning unsafe playground conditions.
14. May be called upon to provide basic first aid care to ill or injured students. Alerts school office staff if further action is needed.

15. May be required to perform health services including, but not limited to, clean intermittent catheterization (CIC); gastrointestinal tube feeding using a pump or gravity; administration of oral medication by mouth, feeding tube, inhaler, or nebulizer; use of a magnet over a vagus nerve stimulator (VNS) to control seizures; oral suctioning using a bulb syringe or suction machine; provision of a cough-assist procedure; administration of emergency medication using an auto-injector; administration of oxygen; and ostomy care.
16. Acts as a role model to demonstrate appropriate behavior to students; assists teacher in maintaining a classroom atmosphere conducive to learning.
17. Communicates with teacher concerning individual student progress or problems; assists teacher in developing individual education programs as requested; provides input for student progress reports. Assists with data collection and record keeping.
18. May provide instructional assistance to students in the Learning Assistance Program.
19. Performs related duties as assigned.

**REPORTING RELATIONSHIPS:**

Reports to Principal; receives work assignments from classroom or resource room teacher.

**WORKING CONDITIONS:**

Experiences frequent interruptions; clerical work requires dexterity and precision. Requires flexibility due to frequent shifts in focus between assignments. Occasionally required to deal with angry or upset students. Exposed to infectious diseases carried by students. If elementary assignment, may be required to work outdoors in inclement weather.

**AFFILIATION:** PSE - Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education & Experience** - High school graduation or equivalent and experience in working with school-aged individuals. Experience in a school setting desirable.

**Allowable Substitution** - None.

**Knowledge, Skills & Abilities**

Knowledge of basic subject areas, such as spelling, writing, reading, and arithmetic.

Effective written and oral communication skills.

Keyboarding skill; some positions may require at least 45 words per minute.

Ability to deal with students in a warm and confident manner.

Ability to learn the use of a microcomputer and various software programs.

Ability to maintain accurate files and records.

Ability to attend to detail and follow tasks through to completion.

Ability to maintain confidentiality.

Ability to organize tasks and set priorities within established parameters.

Ability to remain flexible to changes in assignments or situations.

Ability to organize activities.

Ability to follow instructions.

Ability to be fair and consistent when working with students.

Ability to learn the operations of general office machines.

Ability to establish and maintain effective working relationships with staff, students, and parents.

**Licenses/Special Requirements**

Must complete training in first aid and CPR if required by the district.