

JOB DESCRIPTION

- TITLE:** Paraeducator
- QUALIFICATIONS:** Minimum – high school diploma or GED AND complete 48 hours at an institution of higher education OR obtain an associates degree OR pass a state approved assessment
- REPORTS TO:** Assigned professional, Principal, BSEC Director
- JOB GOAL:** Assist in the provision of special education and related services. Although paraeducators are employed and assigned to a professional, paraeducators are expected to work with teams of educators to provide support and services for students.

PERFORMANCE RESPONSIBILITIES:

- Demonstrate strict standards of confidentiality.
- Demonstrate punctuality.
- Demonstrate attitude that promotes a positive school environment.
- Take responsibility for the quality of own work.
- Provide support for students as planned by professional staff.
- Organize and prepare materials.
- Assist students as needed, including mobility and self-help (diapering, feeding, dressing, etc.).
- Demonstrate problem solving skills.
- Teach self-responsibility.
- Follow team prescribed procedures for academic, social, communication, and behavioral intervention plans.
- Participate in collaborative planning.
- Communicate and work collaboratively with general education teachers, administrators, and other special education service providers/consultants.
- Share in school-wide duties as assigned and which do not conflict with student time.
- Share in recordkeeping duties, including progress monitoring, as assigned by professional staff.
- Participate in inservice and training, both required and as agreed upon by paraeducator and professional staff.
- Support students in all school environments, including community-based training.
- Provide short-term coverage for professional and paraeducator peers.
- Seek assistance from other team members as needed to facilitate student progress.
- Travel to/from schools as required by the job.
- Proper techniques in lifting persons or equipment of 50 pounds or more (two or more people needed for weights about 50 pounds or for identified students with lifting concerns).
- Follow district and BSEC policy, protocol, procedures, and programs when implementing duties.
- Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of paraeducator personnel.

I HAVE REVIEWED THIS JOB DESCRIPTION & BELIEVE I CAN FULFILL THE DUTIES DESCRIBED.

SIGNATURE

DATE

An Equal Employment/Educational Opportunity Agency. The Beloit Special Education Cooperative does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding BSEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative, Karen S. Niemczyk. She can be reached at (785)738-5275 or at 1714 N. Hersey Ave., Beloit KS 67420. The Assistant Secretary for Civil Rights, U.S. Department of Education, is also available.