

PARAEDUCATOR JOB DESCRIPTION

QUALIFICATIONS

1. High School Diploma or equivalent.
2. Paraeducators shall complete 20 hours of in-service training (this requirement will be prorated based on the initial employment date). Should this requirement not be met the Board may choose not to approve any future contract with the Employee. Failure to meet this requirement will render the paraprofessional ineligible for any pay increase should a future contract be offered.
3. Successful background check.

DUTIES

1. Assist with instruction of students individually or in a small group setting under the direction of certified employee(s).
2. Assist in preparation, care and use of instructional materials and equipment.
3. Attend to children's needs with assistive devices, personal care, and personal hygiene needs of students, including diapering, toileting, catheterization, wheelchair transfer, etc
4. Assist in maintaining desirable classroom atmosphere through appropriate management techniques.
5. Inform teacher of any behavioral, health or physical concerns noted.
6. Assume supervisory role during the teacher's temporary absence.
7. Assist students with demands in the regular classroom setting as directed by the IEP.
8. Assist in providing supervision of lunchroom, play ground, halls and restrooms as well as with field trips.
9. Correct student papers and keep records of student progress.
10. Assist with developing and preparing classroom materials, supplies, and record keeping.
11. Perform other duties as directed by the supervising teacher and/or Director.

PHYSICAL REQUIREMENTS

1. May require travel and student transportation.
2. May require physical exertion to physically manipulate students and/or equipment.
3. May require some bending, reaching, and lifting.
4. Must be able to work in busy and crowded environments.

UNACCEPTABLE DUTIES FOR PARAEDUCATORS

1. Be solely responsible for a special education instructional or related service.
2. Be responsible for selecting or administering formal diagnostic or psychological instruments or for interpreting the results of those instruments.
3. Be responsible for selecting, programming, or prescribing educational activities or materials for the students without the supervision and guidance of the special teacher.
4. Be solely responsible for preparing lesson plans or initiating original concept instruction.
5. Assigned to implement the IEP for students with exceptionalities without direct supervision and involvement from the professional.
6. Be employed in lieu of certified or licensed special education personnel
7. Be used as substituted special teachers, unless paraeducator possess the appropriate Kansas certification or license.
8. Be enrolled as elementary or secondary school students.
9. Perform nursing procedures or administering medications without appropriate supervision from an approved health care professional.

ASSIGNMENT AND SCHEDULE

As a paraeducator you are assigned to school district and may be placed anywhere within the district at the discretion of the district administration based upon student needs. Assigned hours per day and days per week are based upon student contact and will be assigned by district administration and approved by the NCKSEC Director. Your schedule may be adjusted at any time according to district need. Assigned hours are restricted to student contact time during the regular school day and should be noted on the monthly time sheet to be submitted to the NCKSEC office on the last day of each month. Any hours other than with students during the regular school day should be assigned by local administration and noted on the "Hours Outside Assignment" time sheet and submitted monthly along with the regular time sheet.