

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: Para educator - Special Education

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. (Applies to Title I schools only) Completed two (2) years of study at an institution of higher education; or
3. (Applies to Title I schools only) Obtained an Associate Degree (or higher); or
4. (Applies to Title I schools only) Met rigorous standard of quality and be able to demonstrated, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
5. Has the ability to read and follow written directions
6. Has one year of experience working with children in an organized setting
7. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid
8. Has the ability to lift and assist in moving children of various weights numerous times per day
9. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff

REPORTS TO: Principal and/or Director Special Education

JOB GOAL: To relieve the teacher of tasks so that more individualized instruction can be provided for students

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, policies, procedures and directions from supervisor related to job responsibilities
2. Successfully completes *annually* an in-service training program of at least twelve (12) hours
3. Assist in setting up daily seat work and learning centers
4. Check daily seatwork and homework
5. Use a variety of learning approaches to work on a one-to-one basis, or in small groups, with students in all academic areas to include math, reading, spelling, science, listening and motor activities
6. Operate the following equipment as needed: fluid duplicator, photocopier, laminator, overhead projector, viewer/editor opaque projector, slide projector, film projector, tape machine and record player
7. Make work materials and learning aids for class
8. Write assignments and work on chalkboard
9. Grade papers

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10. Prepare and type worksheets and tests
11. Carry out various secretarial duties needed by teacher to include maintenance of routine paperwork, filing, documentation, report cards
12. Help administer testing
13. Implement IEP objectives
14. Monitor IEP objectives
15. Manage student behavior as directed by teacher
16. Assist students who have been out due to an absence
17. Attend regular classes as directed by teacher
18. Work on self-help skills
19. Take students to the bathroom, and if necessary, change diapers and carryout any/all process for toileting
20. Follow catheterization and other procedures, after training by School Nurse
21. Generally assist with physical management of children with disabilities
22. Implement fine and gross motor activities under the supervision of the occupational or physical therapist
23. Assist speech therapist by giving follow-up articulation and language skills
24. Assist occupational/physical therapist by providing routine exercise programs as directed by therapist
25. Supervise part of class while teacher works with other students
26. Facilitate Community Based instruction
27. Participate in in-service training as provided by the School District
28. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
29. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

- Hourly (Grade 04 SEP)
- 6.5 hrs. per day
- 32.5 hrs. per wk.
- 180 days
- 9 ¼ months
- Board approved 8-8-02, Revised 1/9/2014, Revised 6/9/2016, Revised 6/13/2019