

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: DISTANCE LEARNING PARAEDUCATOR

REPORTS TO: School Principal or Designee

EXEMPT STATUS: Non-Exempt

APPROVED:

BASIC FUNCTION:

Assist in implementing instructional practices, transitional activities, maintaining a safe and supportive instructional environment, and communicating and collaborating with teachers and other professionals to ensure students obtain quality instruction.

REPRESENTATIVE DUTIES:

- Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments.
- Implement strategies that promote the student's independence across all relevant educational settings.
- Keep student data current and report concerns to staff when they arise.
- Under the guidance and supervision of staff, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures in school and non-school settings using a variety of instructional grouping arrangements.
- Implement teacher-developed plans or strategies that enhance the fluency, maintenance, and generalization of academic skills.
- Use grammatically correct language including age-appropriate vocabulary, first-person language, appropriate tone of voice, and reinforcement procedures.
- Perform routine clerical duties such as preparing instructional classroom materials; setting up student work areas; and operating office equipment, video, computer, adaptive devices, and other materials. Maintain classroom records, maintain attendance records, answer the phone.
- Assist in monitoring student progress regarding academic/cognitive development, social development, and behavior.
- Assist teachers and other professionals in maintaining student records required by federal and state law and regulations and Garrard County Public Schools' Policies and Procedures.
- Implement teacher-developed behavior plans and techniques that adhere to the laws, regulations, and procedural safeguards (safe crisis management) concerning the management of student behaviors. Record data and monitor progress on behavior goals as directed by the teacher.
- Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem-solving, and decision-making processes across all relevant settings.
- Maintain confidentiality of individual students and their families, as well as all student educational records.

- Perform assigned responsibilities under the supervision of the staff in a professional and ethical manner established by the district, agency, state, or professional organization.
- Assist students by providing proper examples (positive attitude, caring attitude, good rapport with other staff members), emotional support, a friendly attitude, and general guidance.
- Duty to report to work.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- General knowledge of the practices, methods, and techniques used in classroom teaching
- Ability to maintain confidential files and information to compile reports
- Ability to deal effectively with students and teachers
- Ability to use classroom and Distance Learning instructional equipment
- Ability to establish and maintain effective working relationships with teachers, parents, students, and associates.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff, and the public, including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn procedures, functions, and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report students' behavior according to approved policies and procedures.
- Operate instructional and office equipment.

PHYSICAL DEMANDS

- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull lightweights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: High school diploma or G.E.D. Certificate as required by Kentucky law. Applicants must have at least 48 college hours or provide proof that you have taken and passed the Paraeducator Exam.
- Experience working with youth in an organized setting and some instructional experience in a classroom environment working with children and parents with special needs, multicultural and multi-ethnic backgrounds.

LICENSES AND OTHER REQUIREMENTS

- Valid Driver's License