

TITLE:

ELL Instructional Paraeducator - District-Wide

QUALIFICATIONS:

Passing scores on the Kentucky Paraeducator Assessment OR the equivalent of an Associates' Degree or above; responsible and varied experience at working with children; possess the necessary literacy and/or mathematics skills to fulfill the performance responsibilities of the job; good health as evidenced by a physical exam.

REPORTS TO:

Principal and Assigned Teacher(s)

PRIMARY JOB GOAL:

To assist assigned teacher(s) in a variety of ways to implement the instructional program, including working directly with students in small groups or on a one-to-one basis. To maintain appropriate classroom activities and environment in order that students can take full advantage of the instructional program as well as available resource materials.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge and understanding of child growth and development; ability to work with children who have learning needs; good knowledge of paraeducator instructional procedures and practices; some knowledge of the instructional goals and policies of public schools; good knowledge of subject matter reinforcement practices of the classes to which assigned; ability to implement teachers' instructional plan in assigned field; considerable patience and ability to work effectively with children, young adults, and faculty members; ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior; ability to communicate clearly and concisely, both orally and in writing; ability to follow written and oral instructions and to perform all required tasks; ability to develop effective working relationships with the entire school community; ability to move about to monitor students and check work in classrooms with a varied seating and desk organization.

PERFORMANCE RESPONSIBILITIES:

- Participates in daily and long-range lessons and classroom activity planning.
- Confers with teachers concerning programs and materials to meet student needs.
- Supports assigned students in activities related to their individual goals and objectives
- Provides accommodations to assigned students in accordance with the service plan.
- Guides students in working/playing harmoniously with other students.
- Alerts the teacher to the special needs of individual children.
- Assist in clerical duties and helps maintain individual records for each student.
- Operates and cares for equipment used in the classroom for instructional purposes; sets up and operates equipment in connection with classroom presentations.
- Assists with the supervision of students in the lunchroom, classroom, playground, field trip, and other activities.
- Distributes, collects, and grades workbooks, papers, or other materials for instruction as directed by the teacher.
- Assists the teacher in preparing instructional materials requested.
- Administers screeners and summative EL proficiency assessments as the teacher recommends for individual students; proctors tests and examinations.
- Performs remedial instructions or tasks to reinforce learning initiated by the teacher with small groups of students.
- Tutors individual students.
- Participates as a member of an instructional team including remediation teams.
- Assists the teacher in maintaining neat work and study areas.

- Monitors the classroom when the teacher has to leave it for brief periods as directed by the Principal.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Maintains confidentiality
- Observes and assists individual students experiencing difficulties.
- Participates in the same professional development activities as the assigned teacher(s).
- Performs related duties and assumes other responsibilities as may be assigned by the assigned teacher(s), the Principal, and the Superintendent.

[illegible]

LIFTING 0-10 lbs. 11-15 lbs. 16-30 lbs. <u>X</u> Over 31 lbs.					
2a. HAND MANIPULATION REQUIRED? <u>X</u> Yes (If yes, complete 2a,2b,2c,2d,2e) No					
2b. Repetitive hand movements? Yes X No					
2c. Simple Grasping?	Right Hand Yes <u>X</u> No _____			Left Hand Yes <u>X</u> No _____	
2d. Power Grasping?	Right Hand Yes <u>X</u> No _____			Left Hand Yes <u>X</u> No _____	
2e. Pushing Pulling?	Right Hand Yes <u>X</u> No _____			Left Hand Yes <u>X</u> No _____	
2f. Fine Manipulation:	Right Hand Yes <u>X</u> No _____			Left Hand Yes <u>X</u> No _____	

3. (a) Does the job require worker to reach or work above the shoulder? ____ Yes ____ No Frequency? ____low____ (b) Reaching at or below shoulder level? <u>X</u> Yes ____ No Frequency? <u>frequent</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? <u>X</u> Yes ____ No
5. Are there special visual or auditory requirements? <u>X</u> Yes ____ No If yes, please describe (i.e. working with computer terminal): computer terminal
WORK ENVIRONMENT: a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <u>X</u> Yes ____ No b. Is the employee exposed to fumes or airborne particles? <u>X</u> Yes ____ No If yes, please specify: car duty

BLOOD/FLUID EXPOSURE RISK: (check the right category)	
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☒ **Category I:** Tasks involve exposure to blood, fluid, or tissue
☐ **Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.
☐ **Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

TERMS OF EMPLOYMENT:

185 days per year; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.

Date of Approval: May 20, 2025

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____