

AURORA PUBLIC SCHOOLS SUPPORT STAFF JOB DESCRIPTION

Job Title: Paraeducator, Cross-Categorical

Prepared Date: 06/30/2003

Revised Date: 07/01/2007

Work Year: 177 days

Department: School-based

Reports To: Teacher, Special Education

Salary Range: 20

SUMMARY:

Responsible for supporting and assisting students with disabilities in various school settings. Specific duties include assisting the Special Education Teacher with preparing, instructing, and reinforcing academic subjects; providing observations and feedback on students; performing typing, filing and copying; tutoring special education student who have been mainstreamed; attending paraprofessional staff meetings, in-service training, and APS job-embedded professional development to become highly qualified; and attending parent conferences as requested. May assist with translation and/or communication using second language skills when possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- D 50% Assist teacher with supervising students and preparing, instructing and reinforcing academic subjects in a variety of settings.
- D 20% Uses various educational tools for teaching and continued development in communication, problem solving, decision making, personal safety, academics and computer use. Stay abreast of new technical information needed to assist students.
- D 10% Communicate verbally with professional staff to provide observations and feedback on students.
- D 5% Perform various clerical duties including typing, filing, copying, etc.
- W 5% Tutor special education students who have been mainstreamed.
- W/Q 5% Attend paraprofessional staff meetings and in-service trainings as deemed necessary for the position.
- Q 1% May attend parent conferences as requested.
- D 1% May lift students in and out of wheel chairs for positioning, diaper changing and toileting. Amount of time will vary based on student needs.
- Ongoing 3% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

High school diploma or equivalent; Associate's degree preferred. Within the first year of employment, must successfully complete job-embedded APS professional development program to become highly qualified in compliance with the federal No Child Left Behind Act and to become familiar with APS teaching and learning expectations.

EXPERIENCE:

1 year of experience in a related area or combination of education and experience.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Oral communication; interpersonal; problem solving; basic grammar, spelling, punctuation, and math; and judgment skills. Ability to work with children with special needs. Ability to be patient, flexible and tolerant. Operating knowledge of and experience with standard office equipment. Must be capable of performing a diverse range of functions. Possible examples: assisting a student in creating and writing a resume; assisting a student on how to safely use large equipment and power tools. English language skills required. Oral and written fluency in second language may be preferred or required based on building assignment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None required.

SUPERVISION/TECHNICAL RESPONSIBILITY:

This job is responsible for supervising the behavior and safety of students while in the classroom and lunchroom, on the school grounds and during field trips. Acts as a resource for parents and students by ensuring a safe and nurturing environment for the students and by providing information regarding student well-being, behavior and progress as needed.

SAFETY TO SELF AND OTHERS:

Medium to high exposure to self to bruises and cuts due to typical classroom and playground accidents/incidents.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk; sit, and stoop, kneel, crouch, or crawl; and smell. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds (e.g., lift and/or restrain a child). Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving traffic, fumes or airborne particles and outdoor weather conditions. The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to compare, analyze, copy, coordinate, instruct, compute, evaluate, compile and negotiate. The employee is occasionally required to synthesize.

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