

CAMPBELL COUNTY SCHOOLS
Classified Job Description

TITLE: PARAEDUCATOR I

Job Code: 7320

QUALIFICATIONS:

1. High school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
2. Experience working with children in an organized setting.
3. Ability to lift 130 pounds.
4. Pass the Kentucky Paraeducator Assessment (KPA) test prior to employment.

REPORTS TO: Principal

JOB GOAL:

Assist a certified teacher in providing instruction to individual or small groups; monitors and report student progress. Position may be located in a school, day treatment, or detention center.

PERFORMANCE RESPONSIBILITIES:

1. Tutor individuals or small groups of students, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
2. Participate as member of an instructional team including remediation teams.
3. Prepare and organize lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students.
4. Assist in administering diagnostic and other tests; score and record test information.
5. Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
6. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
7. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
8. Assist in overseeing students while in labs; provide for supplies inventory as necessary.

Paraeducator I – Continued

9. Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance.
10. Confer, as needed, with teachers concerning programs and materials to meet student needs.
11. Contact parents of students who are absent; make home visits as necessary.
12. Assure the health and safety of students by following health and safety practices and regulations.
13. Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; assist in emergency drills, assemblies, play periods, and field trips.
14. Participate in meetings and in-service training programs as assigned.
15. Supervises youth in their daily routines.
16. Participates in implementation of individual treatment plans.
17. Attends staff meetings and case conferences where policy and methods of treatment are developed.
18. Must be able to physically restrain and/or control youth in day treatment or detention center.
19. Perform related duties as assigned.

TERMS OF EMPLOYMENT: Work schedule to be established by Superintendent.
Salary as established by the Board of Education.