

CAMPBELL COUNTY SCHOOLS
Classified Job Description

CLASS TITLE: PARAEDUCATOR II

Job Code: 7318

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. One-year experience working with children in an organized setting.
3. Valid Driver's License.
4. Ability to lift 130 pounds.
5. Pass the Kentucky Paraeducator Assessment (KPA) test prior to employment.

REPORTS TO: Principal

JOB GOAL:

Assist a certificated teacher in providing instruction to individual or small groups typically in programs with exceptional children, including preschool programs or equivalent programs; monitor and report student progress. Position may be located in a school, day treatment or detention center.

PERFORMAMNCE RESPONSIBILITIES:

1. Tutor individuals or small groups of students typically with a disability or handicap, 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; develop appropriate relationships with parents and team members; serve as a resource person to the student personnel evaluation team.
3. Transport students to and from activities and assist in preparation for treatment as required.
4. 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.
5. Assist in administering diagnostic and other tests; score and record test information; read, understand and assist in implementing, recording, and monitoring student's IEP or other developmental plans.
6. 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.

Paraeducator II – Continued

7. Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
8. 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.
9. Assist in overseeing students while in labs or other activities; provide for supplies inventory as necessary.
10. Assist students in such physical tasks as putting and taking off of outerwear, moving from room to room, using the lavatory (if necessary, change diapers) and others, assist student in getting on and off the bus.
11. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
12. Confer, as needed, with teachers concerning programs and materials to meet student needs.
13. Contact parents of students who are absent; make home visits as necessary.
14. Assure the health and safety of students by following health and safety practices and regulations.
15. 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.
16. Generally assist with physical management with children of disabilities.
17. Implement and monitor IEP or other developmental objectives.
18. Manage and monitor student behavior as directed by teacher.
19. Works on self help skills.
20. Follow medical procedures after training by appropriate health professional including but not limited to catheterization, CPR, and first aid.
21. Carry out regular fine and gross motor activities under the supervision of occupational and physical therapist.
22. Supervise part of class while teacher works with other students.
23. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid.

Paraeducator II – Continued

24. Assist teacher in planning and implementing a developmentally appropriate program for children based on the High Scope model and incorporating successful strategies from other early childhood and special education methods.
25. Assist the teacher in planning an environment and providing experiences that address all areas of child development.
26. Assist the teacher in monitoring child progress through a variety of data recording methods that may include: anecdotal observations, videotaping, portfolio, Child Observation Record (COR), or other assessment protocols.
27. Assist the teacher in evaluating on a regular basis through classroom and full staff meetings, strengths and weaknesses of the program. Model mature and professional behavior for children, staff, and families.
28. Accompany teacher on home visits when appropriate.
29. Assist teacher in maintaining age appropriate discipline. Must be able to physically restrain and/or control youth in day treatment or detention center.
30. Maintain compliance with all local, state, and federal regulations and follow established program policies and procedures.
31. Maintain child's records and maintain confidentiality of records, family contacts, preschool activities, and information received from other agencies.
32. Assist in developmental screening and assessment activities as appropriate.
33. Accompany children to and from buses.
34. Perform related duties as assigned.

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