

**CAMPBELL COUNTY SCHOOLS**  
Classified Job Description

**TITLE: PARAEDUCATOR - JOB TRAINER**

**JOB CODE: 7316**

**QUALIFICATIONS:**

1. Hold a high school diploma or GED 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. Must have a CDL (Commercial Driver's License)
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; monitor and report student progress.

**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.
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.

## **Paraeducator - Job Trainer (Continued)**

11. Contact parents of students who are absent, make home visit as necessary.
12. Assure the health and safety of students by following health and safety practices and regulations. Direct group activities of students assigned; assist in monitoring lunchroom and playground, activities as assisted; assist in emergency drills, assemblies, play periods, and field trips.
13. Develop and implement community-based instruction and related community daily living skills program under the direction of the classroom teacher.
14. Sustain records of student performance as directed. Develop community-based training sites.
15. Assist persons at community-based sites and classrooms with completion of work evaluations.
16. Assist and train persons at community-based sites in methods and interacting with students.
17. Communicate problems with students at community-based sites to teacher and supervisor at site.
18. Perform related duties as assigned.

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