

# JOB DESCRIPTION

**TITLE:** Paraeducator

**QUALIFICATIONS:** Minimum - high school diploma or equivalency

**REPORTS TO:** Assigned professional, Principal, HPEC Director/Assistant Director

**JOB GOAL:** Assist in the provision of special education and related services. Although paraeducators are employed and assigned to a professional, paraeducators are expected to work with teams of educators to provide support and services for students

**PERFORMANCE RESPONSIBILITIES:**

- Demonstrate strict standards of confidentiality
- Demonstrate punctuality
- Demonstrates attitude that promotes a positive school environment
- Take responsibility for the quality of own work
- Provide support for students as planned by professional staff
- Organize and Prepare materials
- Assist students as needed, including mobility and self-help (diapering, feeding, dressing, etc.)
- Demonstrate problem solving skills
- Teaching Self-responsibility
- Follow team prescribed procedures for academic, social, communication, and behavioral intervention plans
- Participate in collaborative planning
- Communicate and work collaboratively with general education teachers, administrators, and other special education service providers/consultants
- Share in school wide duties as assigned and which do not conflict with student time
- Share in recordkeeping duties, including progress monitoring, as assigned by professional staff
- Participate in inservice and training, both required and as agreed upon by paraprofessional and professional staff
- Support students in all school environments, including community-based training
- Provide short-term coverage for professional and paraprofessional peers
- Seek assistance from other team members as needed to facilitate student progress
- Travel to/from schools as required by the job
- Responsibly lifts persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
- Follow district and HPEC policy, protocol, procedures, and programs when implementing duties
- Other duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of paraprofessional personnel.

I HAVE REVIEWED THIS JOB DESCRIPTION & BELIEVE I CAN FULFILL THE DUTIES DESCRIBED.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**An Equal Employment/Educational Opportunity Agency**

The High Plains Educational Cooperative does not discriminate on the basis of sex, or employment in, its programs or activities. Any requests for accommodations or questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative. The Director can be reached at (620) 356-5577 or at 621 E Oklahoma, Ulysses KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education, is also available.