

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: PARA EDUCATOR

QUALIFICATIONS:

1. High school diploma and para license
2. Certification of good health signed by a licensed physician. Be free of communicable diseases.
3. Good verbal and written communication skills. Demonstrated aptitude for the work to be performed.
4. Evidence of emotional maturity and abilities to work with children.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Professional appearance.

REPORTS TO: Teacher

JOB GOAL: To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

MINIMUM PERFORMANCE EXPECTATIONS:

1. Under supervision of a licensed teacher, to support student learning.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assists individual children in need of special attention.
4. Performs clerical duties.
5. Guides independent study, enrichment work, and remedial work set up by the teacher.
6. Work with students on academic needs, per IEP or teacher request.
7. Assists teachers with non instructional classroom duties, such as snack, toilet, and clothing routines.
8. Checks notebooks, corrects papers, and supervises testing and make-up work.
9. Assists in drill work.
10. Assists with reading and storytelling.
11. Assists small groups of students in the library.
12. Participates, as requested, in inservice training programs.
13. Assist in making sure we provide a safe environment for students, as per the risk management plan.
14. Perform other duties as assigned.

EQUIPMENT USES:

Computers, calculators, copier and technology equipment.

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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

EVALUATION: Evaluations conducted annually in accordance with provision of the Board's policy on Evaluation of Support Personnel.

I reviewed this job description and discussed its contents with my supervisor. I believe it accurately reflects the duties of this position.

Print Name

Signature of Staff Member

Date

I reviewed this job description and discussed its contents with the staff member whose signature appears above. I believe it accurately reflects the duties of this position.

Signature of Supervisor

Date

ADOPTED JULY 16, 2014