POSITION DESCRIPTION

TITLE: Choice-RDM Paraeducator
LOCATION: Elementary
REPORTS TO: Building Principal
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the supervision of the building Principal, the Choice/RDM Paraeducator will assist in working closely with those students who have been identified as needing assistance with attendance problems, Responsible Decision Making (RDM) skills, social skills, and appropriate lunchroom, playground, and classroom behaviors.

ESSENTIAL FUNCTIONS:
1. Assist the instructor(s), counselor(s), and psychologist(s) in supervising and working with students as follows:
   • Communicate effectively with students.
   • Assist in providing one-to-one and group instruction to students so as to meet course outcomes.
   • Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Maintain accurate data and documentation on student progress.
   • Assist in administering and scoring formal and informal tests.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the team.
   • Assist in organizing and preparing a variety of instructional materials.
   • Assist in providing instruction on Responsible Decision Making (RDM).
   • Assist in the instruction of appropriate social skills.
   • Assist in the instruction of appropriate playground, lunchroom, and classroom behavior.
   • Assist in implementing a positive reward system.
   • Attend various training sessions as necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>Reaching (33-66%)</td>
<td>Squatting (33-66%)</td>
<td>Writing (Up to 33%)</td>
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</tbody>
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MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone) or Macintosh, typewriter, copy machines, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding.
2. Previous experience working with students in academic areas and/or professional course work preferred.
3. Demonstrated ability to communicate effectively with students, staff, and parents.
4. Demonstrated ability to work with and supervise students.
5. Must be flexible, cooperative, and be able to maintain confidentiality.
6. Demonstrated ability or willingness to learn computer skills.
7. Knowledge of or willingness to learn Responsible Decision Making (RDM) skills.
8. Demonstrated ability to operate the office equipment as listed above.
9. Demonstrated ability to perform under conditions of constant interruption.
10. Must possess physical strength and ability to deal with potentially aggressive behavior of students.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)

Variable Hrs. Per Day

PSE: _______________________________ Date: ______________

District: __________________________ Date: ______________

Revised Date: 12/16/16
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Choice-RDM Paraeducator