POSITION DESCRIPTION

TITLE: Dual Immersion Classroom Paraeducator
LOCATION: 
REPORTS TO: Instructor/Building Principal
DEPARTMENT: Elementary/Secondary

SUMMARY STATEMENT:
Under the supervision of the classroom instructor and the building Principal, the Dual Immersion Classroom Paraeducator will assist in the supervision of instructional activities, working closely with students on an individual as well as a small group basis.

ESSENTIAL FUNCTIONS:
1. Assist the classroom instructor in supervising and working with elementary and/or secondary students as follows:
   • Communicate effectively with students.
   • Assist in providing 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 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 teacher.
   • Assist in organizing and preparing a variety of instructional materials.

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

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Standing (33-66%)
- Writing (Up to 33%)
- Acceptable Attendance
- Lifting Up to 50 lbs. individually, more than 50 lbs. with assistance (33-66%)
- Hearing (66-100%)
- Sitting (33-66%)
- Bending (33-66%)
- Reaching (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Speaking (66-100%)
- Walking (33-66%)
- Stooping (33-66%)
- Squatting (33-66%)

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Verbal Communication (66-100%)
- Constant Interruptions (66-100%)
- Written Communication (Up to 33%)
- Confidentiality (66-100%)

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.
3. Demonstrated ability to communicate effectively with students, staff, and parents.
4. Demonstrated ability to work with and supervise students.
5. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
6. Demonstrated ability or willingness to learn computer skills.
7. Demonstrated ability to operate the office equipment as listed above.
8. Demonstrated ability to perform under conditions of constant interruption.
9. Must possess physical strength and ability to deal with potentially aggressive behavior of students.
10. 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: 12/19/16
Classification: Paraeducators or PSE Pro-Tech, if qualified
Class: Bilingual ELL or CTA - Class II or Class IV
Display on Web? Yes

Dual Immersion Classroom Paraeducator