POSITION DESCRIPTION

TITLE: Instructional Paraeducator
LOCATION: Legacy High School
REPORTS TO: Principal
DEPARTMENT: Legacy High School

SUMMARY STATEMENT:
Under the supervision of the classroom instructor and building principal, the Classroom Paraeducator will assist in the supervision of instructional activities, working closely with students on an individual as well as a small group basis in all academic areas. The Classroom Paraeducator is responsible to the classroom instructor.

ESSENTIAL FUNCTIONS:
1. Assist the classroom instructor in supervision and working with secondary students by:
   • Providing one-to-one and group instruction to students so as to meet course outcomes.
   • Establishing and maintaining a learning environment.
   • Evaluating and specifying the direction of instruction so as to maximize each student's potential.
   • Keeping accurate data on student progress.
   • Administering and scoring formal and informal tests.
   • Organizing and preparing instructional materials.
   • Assist with field trips. Driving is optional.

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

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Writing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending (Up to 33%)</td>
<td>Standing (Up to 33%)</td>
<td>Walking (Up to 33%)</td>
</tr>
<tr>
<td>Hearing (66-100%)</td>
<td>Sitting (33-66%)</td>
<td></td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading (66-100%)</th>
<th>Multiple Concurrent Tasks (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant Interruptions (66-100%)</td>
<td>Written Communication (66-100%)</td>
<td>Confidentiality (66-100%)</td>
</tr>
</tbody>
</table>

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), Macintosh, typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.
MINIMUM QUALIFICATIONS:
1. Light typing/keyboarding.
2. Demonstrated ability to communicate effectively with teenage students, staff, and parents.
3. Ability or willingness to learn the computer.
4. Demonstrated ability to operate the office equipment as listed above.
5. Previous experience working with students in academic areas, or professional course work.
6. Demonstrated organizational skills and the ability to follow through.
7. Must be able to demonstrate personal characteristics of flexibility, initiative, cooperation, and work ethic.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
9. **OPTIONAL DRIVING:** Must be able to obtain authorization to drive students per District policy.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Days Per Year (Includes Holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable</td>
<td>Hrs. Per Day</td>
</tr>
</tbody>
</table>

PSE: ________________________________ Date: _________________

District: ___________________________ Date: _________________

Revised Date: 12/19/16
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Instructional Paraeducator