POSITION DESCRIPTION

TITLE: Intervention Paraeducator
LOCATION: Elementary/Secondary
REPORTS TO: Instructor/Building Principal
DEPARTMENT: Federal Programs

SUMMARY STATEMENT:
Under the supervision of the building Principal, the Intervention Paraeducator will assist in the delivery of instructional activities, working closely with students on an individual as well as a small group basis. They will collaborate with administrators, teachers and counselors in the delivery of a tutoring program to assist students in reaching and maintaining academic and behavioral success.

ESSENTIAL FUNCTIONS:
Assist the Academic Interventionist and/or Classroom Teacher in providing social and/or academic interventions to elementary and/or secondary students as follows:
• Communicate effectively with students.
• Assist in providing one-to-one and group instruction to students according to intervention plan goals.
• Assist in establishing and maintaining a learning environment to accelerate academic and social-emotional learning.
• Utilize the principles and processes of student-centered instruction in providing support for academic and social outcomes.
• Utilize foundational academic and social-emotional concepts to provide effective student support.
• 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 instructor and intervention plan.
• Assist in organizing and preparing a variety of instructional materials.
• Assist in State/Federal recordkeeping as necessary.
• Attend various training sessions as necessary so as to maintain an up-to-date understanding of the program.

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

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Speaking (66-100%) Hearing (66-100%)
Standing (33-66%) Sitting (33-66%) Walking (33-66%)
Bending (33-66%) Stooping (33-66%) Reaching (33-66%)
Acceptable Attendance Writing (Up to 33%)

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%) Reading Documents (66-100%) Confidentiality (66-100%)
Written Communication (Up to 33%) Multiple Concurrent Tasks (66-100%) Constant Interruptions (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:
Computer, typewriter, copy machines, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. AA degree or higher, the equivalent of two years of college, or has passed the ETS ParaPro Assessment (also known as the Praxis) with a score of 461 or greater.
2. Basic typing/keyboarding.
3. High School Diploma or equivalent.
4. Previous experience working with students in academic areas preferred.
5. Demonstrated ability to communicate effectively with students, staff and parents.
6. Demonstrated ability to work with and supervise students.
7. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
8. Demonstrated ability or willingness to learn computer skills.
9. Demonstrated ability to operate the office equipment as listed above.
10. Demonstrated ability to perform under conditions of constant interruption.
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: ________________

NEW
Revised Date: 05/18/2018
Classification: Paraeducators
Class: Class II
Display on Web? Yes

Intervention Paraeducator