POSITION DESCRIPTION

TITLE: Literacy Support Paraeducator
LOCATION: Elementary
REPORTS TO: Principal/Assistant Principal
DEPARTMENT: Elementary Education

SUMMARY STATEMENT:
Under the supervision of the building Principal and Assistant Principal, the Literacy Support Paraeducator will assist in the supervision of instructional activities (elementary reading and writing), 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 students as follows:
   • Communicate effectively with students.
   • Assist in providing one-to-one and small group instruction to students so as to meet District frameworks and State essential learnings in reading and writing.
   • Assist in establishing and maintaining a learning environment to improve student's literacy skills.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential, under the assistance of the building staff.
   • Record and maintain accurate data on student progress.
   • Assist in administering and scoring formal and informal tests.
   • Assist in implementing behavioral management strategies using the emphasis of Responsible Decision Making (RDM) techniques.
   • Assist in organizing and preparing a variety of instructional materials.
   • 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%)  Writing (33-66%)  Hearing (66-100%)
Bending (Up to 33%)  Speaking (66-100%)  Stooping (Up to 33%)
Standing (33-66%)  Sitting (33-66%)  Walking (Up to 33%)
Acceptable Attendance  Travel (66-100%)

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, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding skills.
2. Demonstrated ability to communicate effectively with students, staff, and parents.
3. Previous experience working with students in literacy instruction, and evaluation with running records, DRP portfolio assessment and 4th grade State testing.
4. Must possess personal characteristics of flexibility, initiative, cooperativeness and confidentiality.
5. Ability or willingness to learn the computer.
6. Demonstrated ability to use the various office equipment as outlined in the tools and equipment area above.
7. Demonstrated ability to perform under conditions of constant interruption.
8. Demonstrated ability to select material at the appropriate reading level.
9. 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
Class: Class II
Display on Web? Yes

Literacy Support Paraeducator