POSITION DESCRIPTION

TITLE: One-on-One Paraeducator (504)
LOCATION: 
REPORTS TO: Classroom Instructor/Building Principal
DEPARTMENT: Elementary/Secondary

SUMMARY STATEMENT:
Under the supervision of the classroom instructor and the building Principal, the One-on-One Paraeducator will assist in the supervision of instructional activities, working closely with students on an individual basis.

*Indicates Washington State Core Competencies for Paraeducators for each essential function and qualification.

ESSENTIAL FUNCTIONS:
1. Assist the classroom instructor in supervising and working with elementary and/or secondary students as follows:
   • Communicate effectively with students, staff, and parents (*5)
   • Assist in providing one-on-one instruction to the student so as to meet his/her individualized (504) plan. (*9)
   • Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes. (*10)
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential. (*9-10-11)
   • Maintain accurate data on student progress. (*9)
   • Assist in administering and scoring formal and informal tests. (*10)
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher. (*6)
   • Assist in organizing and preparing a variety of instructional materials. (*9)
   • Diaper students as necessary. (*14)
   • Feed students as necessary. (*14)
   • Handle body fluids as necessary. (*13)
   • Lift and/or position students as necessary. (*13)
   • Attend various training sessions as necessary so as to maintain an up-to-date understanding of the one-on-one student(s).

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%)
Writing (Up to 33%)  Bending (33-66%)  Stopping (33-66%)
Acceptable Attendance  Reaching (33-66%)  Squatting (33-66%)
Lifting (33-66%) Up to 50 lbs. individually
More than 50 lbs. with assistance  At risk for exposure to Bloodborne
Pathogens and other potentially infectious materials.

MENTAL DEMANDS REQUIRED:
Reading documents (66-100%)  Constant Interruptions (66-100%)  Verbal Communication (66-100%)
Confidentiality (66-100%)  Written Communication (Up to 33%)  Multiple Concurrent Tasks (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:
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. Demonstrated ability to communicate effectively with students, staff, and parents. (*5)
3. Demonstrated ability to work with and supervise students. (*9-10-11)
4. Must possess personal characteristics of flexibility, initiative, and cooperativeness. (*5)
5. Demonstrated ability to maintain confidentiality of sensitive information. (*4)
6. Demonstrated ability or willingness to learn computer skills. (*13)
7. Demonstrated ability to operate the office equipment as listed above. (*13)
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. (*5)

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

One-on-One Paraeducator (504)