POSITION DESCRIPTION

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

SUMMARY STATEMENT:
Under the supervision of the classroom instructor and the building Principal, the One-to-One (504) non-instructional Paraeducator will assist in the activities, supervision, and safety of students on an individual basis.

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.
   • Assist in providing one-on-one support to the student(s) so as to meet his/her individualized (504) plan.
   • 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.
   • Diaper students as necessary.
   • Feed students as necessary.
   • Handle body fluids as necessary.
   • Lift and/or position students as necessary.
   • 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:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Writing (Up to 33%)</td>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>Reaching (33-66%)</td>
<td>Squatting (33-66%)</td>
</tr>
<tr>
<td>Lifting (33-66%) Up to 50 lbs. individually</td>
<td>At risk for exposure to Bloodborne Pathogens and other potentially infectious materials.</td>
<td></td>
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<tr>
<td>More than 50 lbs. with assistance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading documents (66-100%)</th>
<th>Constant Interruptions (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality (66-100%)</td>
<td>Written Communication (Up to 33%)</td>
<td>Multiple Concurrent Tasks (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.
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. Demonstrated ability to communicate effectively with students, staff, and parents.
2. Demonstrated ability to work with and supervise students.
3. Must possess personal characteristics of flexibility, initiative, and cooperativeness.
4. Demonstrated ability to maintain confidentiality of sensitive information.
5. Demonstrated ability to operate the office equipment as listed above.
6. Must possess physical strength and ability to deal with lifting and positioning as well as potentially aggressive behavior of students.
7. 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: 12/19/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

One-to-One (504) non-instructional Paraeducator