TITLE: Planning Room-Independent Study Paraeducator
LOCATION: Principal/Associate Principal(s)
REPORTS TO: Middle School
DEPARTMENT: Planning Room-Independent Study

SUMMARY STATEMENT:
Under the general supervision of the Principal and/or Associate Principal(s), the Paraeducator for the planning room/independent study program will assist teachers, parents, counselors, administrators, and other appropriate staff in organizing and implementing a planning room for students based on the concepts of responsible decision making.

ESSENTIAL FUNCTIONS:
1. Assist teachers, parents, counselors, administrators, and other appropriate staff in organizing and implementing a planning room based on responsible decision making as follows:
   • Assist in implementing and monitoring a plan of action to improve student performance or to address an area of need.
   • Assist in establishing and maintaining an environment conducive to learning.
   • Answer questions, clarify directions, explain concepts in order to assist the student in achieving goals developed by the student and/or instructional staff.
   • Collect work completed by student and turn in to teacher.
   • Monitor student progress.
2. Assist in organizing and monitoring an out-of-school independent study program.

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

PHYSICAL DEMANDS REQUIRED:

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

Acceptable Attendance

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (33-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Constant Interruptions (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), typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Light typing/keyboarding.
2. Demonstrated ability to effectively communicate with students, staff, and parents.
3. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
4. Ability or willingness to learn the computer.
5. Previous experience working with students in academic areas.
6. Demonstrated ability to work with a variety of student abilities.
7. Demonstrated commitment to learning concepts of Responsible Decision Making.
8. Demonstrated organizational ability.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. 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: __________________________ District: _____________

Revised Date: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Planning Room-Independent Study Paraeducator