POSITION DESCRIPTION

TITLE: Student Academic and Behavioral Assistance Program Paraeducator

LOCATION: Principal/Associate Principal(s)

REPORTS TO: Middle School

DEPARTMENT: Paraeducator

SUMMARY STATEMENT:
Under the general supervision of the Principal and/or Associate Principal(s), the Academic and Behavioral Assistance Program Paraeducator will collaborate with administrators, teachers and counselors in the development of a tutoring program to assist students in reaching and maintaining academic and behavioral success.

ESSENTIAL FUNCTIONS:
1. Exhibit the ability to develop relationships with a diverse student population.
2. Understand and utilize the principles and processes of Responsible Decision Making (RDM) and Second Step, a curriculum to teach students how to solve their own problems.
3. Consistently manage students to meet the expectations of the assistance program.
4. Operate a computer in order to accomplish tasks.
5. Develop a mastery of questioning skills.
6. Communicate clearly and concisely with students, staff, and parents.
7. Utilize the guidelines in the Student Handbook as a reference for students when self-evaluating their behaviors.
8. Understand and explain the Reading Process and the Writing Process.
9. Understand and explain the concepts and skills necessary to tutor students in reading, writing, math, social studies, Pacific NW History, science, and health.
10. Monitor student progress.
11. Provide weekly and/or monthly reports to the appropriate administrator of student use and progress in the program.
12. Maintain a learning environment consistent with the program.

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

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

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), 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. Demonstrated ability to operate the computer using a Windows environment and related applications.
5. Demonstrated ability to use the Internet.
6. Previous experience working with students in both academic and behavioral areas.
7. Demonstrated ability to work with a variety of student abilities.
8. Demonstrated ability to work under constant interruptions.
10. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
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: 12/20/16
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Student Academic and Behavioral Assistance Program Paraeducator