POSITION DESCRIPTION

TITLE: Tutorial Paraeducator
LOCATION: Elementary
REPORTS TO: Principal/Assistant Principal/Classroom Instructor
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the supervision of the building Principal, Assistant Principal, and designated teachers, the Tutorial Paraeducator will tutor students on an individual as well as a small group basis.

ESSENTIAL FUNCTIONS:
1. Assist the classroom teachers in working with elementary students as follows:
   • Communicate effectively with students.
   • Provide one-to-one and small group instruction to students to meet Common Core Standards, Washington State Standards, and District Learning Expectations in reading, writing, and math.
   • Carry out lesson plans and activities prescribed and directed by the teachers.
   • Assist in establishing and maintaining a learning environment to improve student's literacy and math skills.
   • Assist in evaluating and specifying direction of instruction 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 of Responsible Decision Making (RDM) techniques.
   • Assist in organizing and preparing a variety of instructional materials.
   • Attend various training sessions as necessary to maintain an up-to-date understanding of the program and instructional practices.

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

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

MENTAL DEMANDS REQUIRED:
- Math (66-100%)
- Language (66-100%)
- Confidentiality (66-100%)
- Reading Documents (66-100%)
- Written Communication (33-66%)
- Verbal Communication (66-100%)
- Constant Interruptions (66-100%)
- 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:
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:
(Test on basic skills may be required).
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 preferred.
4. Previous experience and confidence in working with students in math instruction preferred.
5. Must possess personal characteristics of flexibility, initiative, cooperation, and confidentiality.
6. Ability and willingness to learn and use the computer.
7. Must possess a good math aptitude.
8. Demonstrated ability to use the various office equipment as outlined in the tools and equipment area above.
9. Demonstrated ability to perform under conditions of constant interruption.
10. Demonstrated ability to select material at the appropriate reading and math level.
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: ________________

Revised Date:  12/19/16
Classification:  Paraeducators
Class:  Class II
Display on Web?  Yes

Tutorial Paraeducator