

Educational Service Unit No. 6, Inc.
Job Description

Job Title: Para-Educator
Department: Student Services
Supervisor: Supervising Teacher
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 7-7-16
Location: Geneva, NE
Term: 9 Month position in relation to school year

Summary

The Para-Educator enhances the educational opportunity for the students by providing assistance to the students and teachers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assists individual students in performing activities initiated by the classroom teacher and service providers

Assists in preparing and implementing instructional materials in areas of academics and life skills

Reinforces learning with small groups

Provides one-on-one help as directed by the teacher

Hands out, collect and file paperwork

Prepares art supplies and other materials

Prepares the classroom by arranging furniture, equipment and/or supplies

Hears requests, observes learning difficulties from pupils, and reports such matters to the teachers

Scores objective tests and papers and keep appropriate records for teachers

Supports and supervises children on education trips outside the classroom with the teacher and other adult support

Provides assistance with individualized program materials

Supervises students outside of the classroom such as during recess, lunchroom, and other activities as assigned.

Assists with documentation and record keeping

Performs any other delegated, non-instructional responsibility assigned by teacher or administrator

Regular attendance is an essential function of this position.

Supervisory Responsibilities

This job has no supervisory responsibilities of other employees.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Strives to continuously build knowledge and skills.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies.

Problem Solving - Uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED). Post-secondary training or equivalent experience preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and/or adults.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet with occasional moderate noise.

Acknowledgements - The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name