



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 [www.hcpss.org](http://www.hcpss.org)

## Paraeducator

### DESCRIPTION

The person in this position works under the general supervision of the principal or assistant principal, and with the direct supervision from a teacher, the Paraeducator provides assistance to students in small groups or in a one-to-one format throughout the school day. Assignments may include working with individuals and/or small groups of students. This person performs clerical work as assigned. Performance is evaluated periodically.

**Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### ESSENTIAL JOB FUNCTIONS

- ✓ Provides academic assistance to students as directed in one-to-one or in small groups
- ✓ Provides clerical support to teachers and other professional staff
- ✓ Assists teachers in preparation of instructional materials
- ✓ Assists supervisors and monitors students throughout the school day
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### EXAMPLES OF WORK

- ✓ Assists teachers in implementing lesson plans and in preparing instructional materials and learning centers
- ✓ Works with individual and small groups of students
- ✓ Prepares bulletin boards
- ✓ Keeps track of individual student performance
- ✓ Checks papers
- ✓ Operates various office machines
- ✓ Works effectively with students including safely escorting and monitoring transitions throughout the school day and upon arrival and departure in the cafeteria and/or on the playgrounds
- ✓ Conducts lunch count and collects lunch money
- ✓ Locates and prepares learning resource equipment and materials
- ✓ Provides instructional support in computer laboratories and laboratory instruction for students
- ✓ Performs various clerical functions to include operating a computer, recordkeeping and attendance
- ✓ Assists with media resources to include the operation of audio-visual equipment and making of transparencies
- ✓ Participates in faculty discussions and planning
- ✓ Reads, tells and records stories

## **EXAMPLES OF WORK – Continued**

- ✓ Schedules parent-teacher conferences and time for parent volunteers to assist in the classroom
- ✓ Assists on field trips
- ✓ May be required to supervise students in transit on bus
- ✓ Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- ✓ Ability to maintain confidentiality when discussing students' progress and concerns with staff
- ✓ Ability to communicate clearly and concisely in both written and oral form
- ✓ Ability to remain calm under trying circumstances
- ✓ Ability to reinforce lesson plans to support the educational program for student(s)
- ✓ Ability to follow directions from the teacher, which may include reinforcing instruction presented by the teacher
- ✓ Ability to provide personal attention to students on an individual basis
- ✓ Ability to work with small groups of students and assist with instruction
- ✓ Ability to discuss problems affecting students' progress and with the teacher and, if so directed, with other professional staff
- ✓ Ability to carry out assignments to completion
- ✓ Ability to perform clerical work
- ✓ Possess basic knowledge of technology and keyboarding to support student learning
- ✓ Ability to demonstrate strong human relations skills
- ✓ Ability to have strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- ✓ Ability to attend professional development sessions during the work day
- ✓ Perform other duties as assigned.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

High school diploma or equivalent.

## **REQUIRED LICENSES AND CERTIFICATES**

None

## **OTHER DESIRABLE QUALIFICATIONS**

Previous experience working with children.

Demonstrated patience, initiative and enthusiasm to work with students of all ages.

Eagerness to work with students of all ages.

Initiative and ingenuity.

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