

**POSITION DESCRIPTION  
COLCHESTER SCHOOL DISTRICT**

**POSITION TITLE:** Paraeducator

**GENERAL DESCRIPTION:** The Paraeducator will assist classroom teachers and/or instructional support service teachers in meeting the instructional needs of assigned students.

**WAGE CATEGORY:** Grades 1-5, depending on education. Non-Exempt (hourly)

**TERMS OF EMPLOYMENT:** Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

**REPORTS TO:** Building Principal or Designee

**EVALUATION:** Performance in this position will be evaluated annually, in person and in writing, by the Building Principal or Designee in consultation with classroom teachers and/or instructional support service teachers, coordinators and/or administrators. This evaluation process will be consistent with that described in the School Board/Support Staff Agreement.

**QUALIFICATIONS:**

1. Experience and/or demonstrated ability working with students.
2. Skill in curriculum adaptation, behavior management techniques, and record keeping.
3. Title 1 Paraeducators will be required to have a Bachelor's Degree.

**PERFORMANCE RESPONSIBILITIES:**

1. Implement lesson plans (prepared by classroom teachers) for students individually, in small groups, or within classrooms, as assigned.
2. Assist instructional support service teachers and/or classroom teachers as planned and requested.
3. Supervise and manage students, as assigned.
4. Correct student work; assist with routine clerical functions.
5. Assist in organizing special events and/or student activities.
6. Implement curriculum adaptations; follow behavioral management plans, and collect/maintain data files.
7. Participate in training prior to working with students on confidentiality and other necessary instructional strategies as determined by Building Administrators and Special Education staff.
8. Perform other duties as assigned by the principal, other administrators, and/or designated teachers.

**WORKING CONDITIONS:**

- Noise Level in the work environment is moderate
- Occasionally exposed to outside weather conditions

**PHYSICAL DEMANDS:**

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear

- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

Last Updated: 10/22/09