

## JOB DESCRIPTION: SUBSTITUTE PARAEDUCATOR

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

### **JOB TITLE: SUBSTITUTE PARAEDUCATOR**

Other job titles that a Substitute Paraeducator may be known by include (but are not limited to): Paraprofessional, Education Technician, Teacher Aide, Instructional Assistant, Classroom Assistant, Education Assistant, Learning Support Assistant, and Teaching Assistant

### **QUALIFICATIONS:**

1. Meets state requirements for education qualifications.
2. Ability to lift materials and supplies, as well as assist in the implementation of an instructional support program with students of varying ages and sizes.
3. Ability to read, write and communicate in the English language fluently and effectively.
4. Has effective organizational, communication, and interpersonal communication skills.
5. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
6. Maintain student and school personnel confidentiality.
7. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
8. Manifests a positive role in school and community relations.
9. Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education.
10. Dress in a safe and appropriate manner as described in the KE Standards of Professional Conduct.

### **REPORTS TO AND SUPERVISED BY:**

School Principal and/or Assigned District/School Teacher. Kelly Substitute Paraeducator will receive day-to-day and all classroom-specific instruction from the District/School.

### **JOB GOAL:**

To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit and instructional support for students. Paraeducators may provide educational and instructional support for students in the areas of academic or learning, social interaction, behavioral, safety, communication, or mobility.

Dependent upon assignment, but always under direct supervision of District/School employees, this role may be working directly in a dedicated special education classroom, a resource room, a general education classroom, or anywhere in the school environment where students are receiving instruction. Under direct supervision of District/School employees, Paraeducators may be working with a student one-on-one or with a small group of students.

### **RESPONSIBILITIES:**

Substitute Paraeducators work at all times under direction and supervision of District/School professional employees. District/School employees are responsible for developing curriculum, planning instruction, evaluating academic and behavior progress, developing goals and objectives, providing day-to-day supervision of the Substitute Paraeducator, ensuring classrooms are adequately staffed, and communicating progress to parents.

In the absence of the full-time Paraeducator, the Substitute Paraeducator provides classroom assistance to special needs students and to the assigned District/School teacher, who has ultimate responsibility for designing and implementing educational programs, activities and services.

The District/School teacher prepares the lessons, plans the instructional support activities the Substitute Paraeducator carries out, and evaluates the achievement of the students with whom the Substitute Paraeducator is working; and the Substitute Paraeducator works in close and frequent proximity and under the direction and guidance of the supervising District/School teacher(s). Under the guidance of the classroom teacher, the KE Substitute Paraeducator must:

- a) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KE Substitute Paraeducator should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- b) Allows all students to use the restroom if and when they request to do so. The KE Substitute Paraeducator should never make judgment calls as to the authenticity of a student's request in this regard, unless otherwise directed by School District personnel.
- c) Adheres to the Kelly Education Standards of Professional Conduct.

- d) Immediately notifies Kelly Education of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- e) The KE Substitute Paraeducator may need to assist with basic or routine hygiene activities involving the student's face or hands. These activities must be performed at the direction of or under the direct supervision of District/School personnel and must be directly related to the duties of the position. For example, assistance with handwashing or wiping the student's face.
- f) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

**UNACCEPTABLE DUTIES/RESPONSIBILITIES:**

As a support role, KE Substitute Paraeducator employees should not:

- Have sole supervisory responsibility for the duration of the school day assignment.
- Prepare lesson plans.
- Use corporal punishment.
- Develop curricular materials.
- Provide direct instruction in place of a teacher.
- Introduce new content or skills.
- Assign grades to students.
- Give students a final grade and/or determine whether a student should pass or fail.
- Sole responsibility for contact with a parent to discuss a student's IEP, progress, or placement decision.
- Serve as substitute teachers unless they are qualified, trained, and approved to do so by Kelly Education.

For the physical safety of the students and/or the KE Substitute Paraeducator and to avoid KE being held liable for injuries, the following duties shall not be performed:

- Administer medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Provide sole supervision of a playground.
- Provide sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transport students in a motor vehicle.
- Be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, and/or assignments without on-site supervision from district/school personnel).
- Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.
- Lifting more than 25 pounds.

Additionally, KE employees should not be placed on special education/needs assignments that require a KE employee to perform the following duties:

- Physical restraint of a student.
- Participate or monitor activities involving feeding or breathing tubes.
- Participate or monitor activities involving student diapering or toileting activities.