



Job Description

- JOB TITLE:** Paraeducator
- JOB SUMMARY:** Assists the classroom teacher and teacher assistant in all assigned aspects of classroom instruction; management and the implementation of student IEPs, comprehensive treatment plans, behavioral support services, and all class activities related to school based and community instruction in accordance with school goals and objectives in a team environment.
- EDUCATION:** High school diploma. Certified or eligible to be certified as Para-educator I in the State of NH. Additional child care courses preferred.
- EXPERIENCE:** One year experience as a para-educator or child care worker with preference to working with special needs children with significant disabilities.
- PHYSICAL REQUIREMENTS:** Free of restrictions which would limit the use of the body as it relates to the repetitive lifting of up to 50 pounds; the physical management of students consistent with CPI training; and participation in swimming, kayaking, horseback riding, horticultural, and other activities.
- OTHER REQUIREMENTS:** Valid driver's license; clean driving and criminal record; obtain and maintain certification in First Aid, CPR, and CPI. Participate in professional development as determined by supervisor.
- ACCOUNTABILITIES:**
1. Assists the classroom teacher and teacher assistant as assigned.
 2. Stays aware of all classroom activity and takes initiative to assist as requested or needed.
 3. Implements classroom activities as scheduled by the classroom teacher.
 4. Follows through on all academic programming and therapeutic / behavioral goals and techniques as prescribed in the IEP and comprehensive treatment plan.
 5. Assists teacher and teacher assistant in maintaining data/tracking sheets documenting student's progress toward IEP objectives.
 6. Assists students with all basic daily duties as needed, including eating, toileting, grooming, and personal hygiene.
 7. Supervises and helps students actively participate in community, recreational, and therapeutic activities, including but not limited to: kayaking, horseback riding, swimming, gymnastics and skiing.
 8. Carries over therapeutic interventions for all therapies as indicated in the Rehabilitative Assistance Monthly Transaction log.
 9. Meets with all therapists assigned to the classroom on a monthly basis.
 10. Helps maintain a sanitary and organized classroom, facility, and vehicles as directed.
 11. Assists students with arrival and departure before and after school.
 12. Participates in planning and progress meetings as a member of the team as requested.
 13. Attends staff meetings and in-service trainings.
 14. Substitutes for other para-educator(s) as needed.
 15. Participates in school-wide activities benefitting the students.
 16. Performs other duties as assigned by supervisors.
- JOB SUPERVISOR:** Classroom Teacher / Teacher Assistant / Therapists
- WORK SCHEDULE:** Compensation is based on 35 hours per week for a 204 day school year, including summer school. Daily work hours are from 8:00 a.m. until 3:00 p.m.
- ACKNOWLEDGEMENT:** I have read and understand the above job description. Date: _____
- Signature: _____ Printed Name: _____