

Paraeducator Regional School Programs

- QUALIFICATIONS:
1. Qualifications as the Board may find appropriate and acceptable.
 2. High School Diploma
 3. Passing score on the Kentucky Paraeducator Assessment or 60 college hours.

REPORTS TO: Building Principal

JOB GOAL: To assist the teachers in the achievement of teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

PERFORMANCE RESPONSIBILITIES:

1. Administer, score, and record such achievement and diagnostic test as the teacher recommends for individual students.
2. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interest, and abilities.
4. Operate and care for equipment used in the classroom for instructional purposes.
5. Help students master equipment or instructional materials assigned by teacher.
6. Distribute and collect workbooks, papers, and other materials, for instruction.
7. Guide independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Assist in keeping bulletin board and other classroom learning displays up to date.
10. Assist with such large group activities as drill work, reading aloud, and story telling.

11. Read to students, listen to students read, and participate in other forms of oral communication with students.
12. Assist students with technology based learning and/or other software programs.
13. Check notebooks, correct papers, and supervise testing and make up work, as assigned by the teacher.
14. Assist in checking and recording student attendance.
15. Assist in collecting and recording collection of money.
16. Help students with their clothing.
17. Assist with lunch, snack and cleanup routines.
18. Assist with wash-up and restroom or toilet routines.
19. Alert the regular teacher to any problem of special information and help to any substitute teacher assigned in the absence of the regular teacher.
20. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
21. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
22. Participate in in-service training programs, as assigned.
23. Assist with duties if needed.

EVALUATION:

Performance of this job will be **evaluated by the building principal.**

Reviewed and agreed by: _____ Date: _____