

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

PARAEDUCATOR - SPECIAL EDUCATION

JOB SUMMARY: Under the direction of the building administrator, provide classroom support to certificated staff in an effort to teach the established curriculum within a structured and nurturing learning environment. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Provide individual and/or small group tutoring.
- Implement lesson plans for individuals and/or small groups
- Provide administration and monitoring of student tests.
- Assist students with homework assignments.
- Assist students to stay on task with a minimum of interruptions.
- Discipline students within assigned classrooms, hallways and on school premises within parameters provided by the administration.
- Grade papers and record grades and assist with other clerical duties such as scheduling IEP meetings for special education teachers.
- Supervise students on field trips or community learning activities.
- Collect student data to assist teacher with assessing student progress.
- Implement behavior modification techniques/plans within parameters provided by the administration.
- Assist special education students in mainstreamed classrooms, special education classrooms and/or alternative settings.
- Assist in implementing teaching methods to students with specific disabilities such as visual, speech or hearing impairments.
- Assist students with disabilities with toileting, hygiene needs and feeding needs.
- Assist on school bus, if needed.
- Maintain confidentiality and display ethical behavior.
- Other job-related duties as assigned by the building administrator.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Completion of Paraeducator Competencies (required for higher pay rate)
- High school graduate or equivalent.
- College or other in-service training preferred.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Knowledge of basic concepts of child growth and development and developmental behavior characteristics.
- Understanding of student behavior management strategies and techniques.
- Demonstrated appropriate English, punctuation, spelling and grammar usage.
- Mathematics skills appropriate to program and grade level.
- Knowledge of routine record management and procedures concerning storage and retrieval of records.
- Demonstrated, patient and receptive attitude toward students of varied age groups.

- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS:

- Persons performing service in this position will exert 10 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Occasionally, facilitated lifts of up to 75 pounds will be required to assist with activities of daily living for students with disabilities.
- This position may involve working with students with behavioral challenges necessitating physical intervention.
- This type of work involves frequent sitting, standing, walking, stooping, bending and occasional running.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

Revised 03/16/16