

# **Gering Public Schools**

## **Paraeducator Job Description**



It is the policy of Gering Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

**A. Job Title:** Paraeducator

**B. Department:** Instruction

**C. Education Level and Certification:** Associates Degree desired; high school diploma, GED, or higher preferred. For paraeducator positions that work in Title I-funded programs, the paraeducator must have a high school diploma and either an associate's degree, two years of college, or a passing score on a state or Federal assessment that demonstrates their ability to assist with instruction in reading, writing, and math.

**Evaluation:** Performance evaluated in accordance with board policy

**Fringe Benefits:** As specified by district pay scale

**Working Days:** As modified by the Superintendent of schools

**Worksite:** Within Gering Public Schools

**D. Reports To:** Principal

**E. Performance Responsibilities and Job Tasks**

1. Provide extra assistance to all students, including those with special needs, such as non-English-speaking students or those with physical and mental disabilities.
2. Support and assist children individually or in small groups to help those master assignments and to reinforce learning concepts presented by teachers.
3. Supervise students in classrooms, halls, cafeterias, during recess, before or after school, and gymnasiums, or on field trips.
4. Apply district and state policies and rules governing students.
5. Present subject matter to students under the direction and guidance of teachers, using group work, discussions, supervised role-playing methods, and others as deemed appropriate by teacher.
6. Use computers and other technology equipment and materials to supplement instruction.
7. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
8. Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education teachers, psychologists, speech-language pathologists or other professionals.

9. Provide appropriate students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
10. Assist in bus loading, unloading, recess duty, and lunchroom supervision.
11. Plan, prepare, and develop various teaching aids such as charts and graphs.
12. Enforce administration, district, and school policies and rules governing students.
13. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
14. Provide care for students, including reporting suspected child abuse or neglect to supervisor and provide medication administration as assigned.
15. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
16. Adhere to the code of ethics of the District for non-certificated staff. The Paraeducator must serve as a positive role model for staff and students.
17. Perform other tasks or duties as assigned by the Principal.

## **F. Work Activities**

The Paraeducator is to perform the following work activities:

1. Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
2. Assisting and Caring for Others—Providing personal assistance, emotional support, or other personal care to others such as students and co-workers.
3. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others. This includes: establishing and maintaining positive and appropriate relationships with students.
4. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems. Resolving problems in educational settings.
5. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
6. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic form.

## **G. Required Employee Characteristics**

The Paraeducator is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
3. Integrity—Job requires being honest and ethical.
4. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
5. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
6. Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.

7. Adaptability/Flexibility—Job requires being open to change and to considerable variety in the workplace.
8. Initiative—Job requires a willingness to take on responsibilities and challenges.

**H. Working Conditions**

1. Inside heated and air conditioned classroom.
2. Outside for activities with students and student supervision.
3. Exposure to incidents of aggression when working with students with behavioral impairments.

**I. Essential Functions:** The essential functions of the Paraeducator position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; (3) the ability to implement approved physical intervention techniques to respond to student behaviors; and (4) the ability to perform the following identified physical requirements:

| Physical Requirements<br>Paraeducator |                                                                                                                | Item is not a requirement<br>of the job<br>NE | Occasional -- up to 33%<br>of time<br>NE | Occasional/Essential -- up<br>to 33% of time, absolutely<br>essential to the job<br>E | Frequent -- between<br>34% - 66%<br>E | Continuous -- over<br>66% of time<br>E |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------|
| E = Essential<br>NE = Non-Essential   |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| <b>Stamina</b>                        |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| 1.                                    | Sitting                                                                                                        |                                               |                                          |                                                                                       | X                                     |                                        |
| 2.                                    | Walking                                                                                                        |                                               |                                          |                                                                                       | X                                     |                                        |
| 3.                                    | Standing                                                                                                       |                                               |                                          | X                                                                                     |                                       |                                        |
| 4.                                    | Sprinting/Running                                                                                              | X                                             |                                          |                                                                                       |                                       |                                        |
| <b>Flexibility</b>                    |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| 5.                                    | Bending or twisting at the neck more than the average person                                                   |                                               |                                          | X                                                                                     |                                       |                                        |
| 6.                                    | Bending or twisting at the trunk more than the average person                                                  |                                               |                                          | X                                                                                     |                                       |                                        |
| 7.                                    | Squatting/Stooping/Kneeling                                                                                    |                                               |                                          | X                                                                                     |                                       |                                        |
| 8.                                    | Reaching above the head                                                                                        |                                               | X                                        |                                                                                       |                                       |                                        |
| 9.                                    | Reaching forward                                                                                               |                                               |                                          | X                                                                                     |                                       |                                        |
| 10.                                   | Repeating the same hand, arm or finger motion many times (For<br>example: typing, data entry, etc.)            |                                               | X                                        |                                                                                       |                                       |                                        |
| <b>Activities</b>                     |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| 11.                                   | Climbing (on ladders, into large trucks/vehicles, etc.)                                                        |                                               | X                                        |                                                                                       |                                       |                                        |
| 12.                                   | Hand/grip strength                                                                                             |                                               | X                                        |                                                                                       |                                       |                                        |
| 13.                                   | Driving on the job                                                                                             |                                               | X                                        |                                                                                       |                                       |                                        |
| 14.                                   | Typing non-stop                                                                                                |                                               | X                                        |                                                                                       |                                       |                                        |
| <b>Use of Arms and Hands</b>          |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| 15.                                   | Manual dexterity (using a wrench or screwing a lid on a jar)                                                   |                                               | X                                        |                                                                                       |                                       |                                        |
| 16.                                   | Finger dexterity (typing or putting a nut on a bolt)                                                           |                                               | X                                        |                                                                                       |                                       |                                        |
| <b>Lifting Requirements</b>           |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| 17.                                   | Lifting up to 10 pounds (Mark all that apply)                                                                  |                                               |                                          |                                                                                       |                                       |                                        |
|                                       | Floor to waist                                                                                                 |                                               |                                          | X                                                                                     |                                       |                                        |
|                                       | Waist to shoulder                                                                                              |                                               |                                          | X                                                                                     |                                       |                                        |
|                                       | Shoulder to overhead                                                                                           |                                               | X                                        |                                                                                       |                                       |                                        |
| 18.                                   | Lifting 11 to 25 pounds (Mark all that apply)                                                                  |                                               |                                          |                                                                                       |                                       |                                        |
|                                       | Floor to waist                                                                                                 |                                               |                                          | X                                                                                     |                                       |                                        |
|                                       | Waist to shoulder                                                                                              |                                               |                                          | X                                                                                     |                                       |                                        |
|                                       | Shoulder to overhead                                                                                           | X                                             |                                          |                                                                                       |                                       |                                        |
| 19.                                   | Lifting 26 to 50 pounds (Mark all that apply)                                                                  |                                               |                                          |                                                                                       |                                       |                                        |
|                                       | Floor to waist                                                                                                 |                                               | X                                        |                                                                                       |                                       |                                        |
|                                       | Waist to shoulder                                                                                              |                                               | X                                        |                                                                                       |                                       |                                        |
|                                       | Shoulder to overhead                                                                                           | X                                             |                                          |                                                                                       |                                       |                                        |
| 20.                                   | Lifting 51 to 75 pounds (Mark all that apply)                                                                  |                                               |                                          |                                                                                       |                                       |                                        |
|                                       | Floor to waist                                                                                                 | X                                             |                                          |                                                                                       |                                       |                                        |
|                                       | Waist to shoulder                                                                                              | X                                             |                                          |                                                                                       |                                       |                                        |
|                                       | Shoulder to overhead                                                                                           | X                                             |                                          |                                                                                       |                                       |                                        |
| 21.                                   | Lifting 76 plus pounds (Mark all that apply)                                                                   |                                               |                                          |                                                                                       |                                       |                                        |
|                                       | Floor to waist                                                                                                 | X                                             |                                          |                                                                                       |                                       |                                        |
|                                       | Waist to shoulder                                                                                              | X                                             |                                          |                                                                                       |                                       |                                        |
|                                       | Shoulder to overhead                                                                                           | X                                             |                                          |                                                                                       |                                       |                                        |
| 22.                                   | Can load/items weighing over 50 pounds that are lifted or carried be<br>shared, or reduced into smaller loads? | X                                             |                                          |                                                                                       |                                       |                                        |
| <b>Pushing/Pulling</b>                |                                                                                                                |                                               |                                          |                                                                                       |                                       |                                        |
| 23.                                   | 25 to 50 pounds                                                                                                |                                               |                                          | X                                                                                     |                                       |                                        |
| 24.                                   | 51 to 75 pounds                                                                                                |                                               |                                          | X                                                                                     |                                       |                                        |

|                 |                 |   |   |   |  |  |
|-----------------|-----------------|---|---|---|--|--|
| 25.             | 76 to 90 pounds | X |   |   |  |  |
| 26.             | Over 90 pounds  | X |   |   |  |  |
| <b>Carrying</b> |                 |   |   |   |  |  |
| 27.             | 10 to 25 pounds |   |   | X |  |  |
| 28.             | 26 to 50 pounds |   | X |   |  |  |
| 29.             | 51 to 75 pounds | X |   |   |  |  |
| 30.             | 76 to 90 pounds | X |   |   |  |  |
| 31.             | Over 90 pounds  | X |   |   |  |  |