

# JCE Paraeducator Expectations

**Immediate Supervisor:** JCE Principal

*Paraeducators will also receive direction from the Elementary Learner Advocate, Director of Special Education, and their Cooperating Teacher and are expected to fulfill those expectations.*

## **Essential Duties and Responsibilities**

### **Basic Function:**

The role of the paraeducator in the early elementary setting is to provide additional support in the transitional kindergarten through second-grade classrooms, which may include children with pre-diagnosed moderate to severe disabilities. The paraeducator's goal is to assist in providing a well-organized, smooth functioning classroom environment in which all children can take full advantage of the instructional program and available resource materials.

*The position of paraeducator differs from building to building, classroom to classroom, and based on the needs of the student(s) with whom you are working. As well, the requirements for professional development differ based on the position and previous trainings attended.*

### **Roles and Responsibilities:**

#### **Student Interaction and Safety:**

- Assists the cooperating teacher and special area teachers with instructing and supervising children in the classroom and other daily activities (ie. recess and lunch), especially those children identified as having a moderate to severe disability.
- Works with individual children or small groups of children to reinforce new skills initially introduced by the teacher.
- Assists the cooperating teacher in devising and implementing special strategies for reinforcing skills based on the special needs and abilities of each child.
- Assists with critical daily activities such as classroom transition times, meal times and toileting.
- Utilizes appropriate language, interactions, and positive discipline, incorporating PBIS strategies.
- Uses PBIS strategies to support the social and emotional development of the child and help build our classroom and building community.
- Models positive behavior.
- Implement age-appropriate activities that support the program standards.
- Assists the teacher by observing and supervising classroom activities during the course of the instructional day to maintain a safe environment for students and staff.
- Supervises students during bathroom breaks, recess, lunchtime, and field trips ensuring rules are followed and activities are appropriate.
- Evaluates students' needs and provides interventions to redirect behavior; assesses crisis situations and intervenes to diffuse situations using conflict resolution, crisis intervention, restraints, or assisting staff as appropriate.
- Maintains constant alertness to changing environment and documents any occurrences that could lead to crisis situations.
- Provides feedback to develop positive self-esteem of students.
- Maintains awareness of emergency drills and procedures, including attending trainings regarding safety/security and behavior management as requested.

*\*One-to-one paraeducators have a responsibility to all students and the entire classroom for which they are assigned, regardless of one-to-one designation.*

#### **Student Assessment:**

- Assists the cooperating teacher in administering and entering data for appropriate screenings and assessments required by the program according to designated

- timelines, including the FAST reading screener.
- Takes pictures and maintains anecdotal notes, written observations, and other approved forms of documentation for each child when instructed to do so by the cooperating teacher.

#### **Classroom and Academic Support:**

- Assists the cooperating teacher with developing appropriate individualization activities for the children identified with disabilities. Assists the cooperating teacher in preparing activities that support lesson plans.
- Assists in designing displays of student work for classrooms and hallways.
- Assists in completing necessary paperwork such as meal count sheets, Medicaid forms, etc.
- Maintains accurate and up to date progress notes for all primary care children, especially those identified with a disability.

#### **Maintenance of Classroom:**

- Helps to maintain a clean and organized learning environment.
- Maintains a quality room arrangement in compliance with curriculum standards.
- Assists with routinely checking classroom equipment and materials to ensure they are in good repair.

#### **Administration and Record-Keeping:**

- Works closely with the principal, Elementary Learner Advocate, Student-Centered Instructional Coaches, Director of Special Education, classroom teacher, PLC team members, AEA professionals, and other content area specialists.
- Meets regularly with the cooperating teacher concerning classroom needs and student data.
- Participates in team meetings as requested.
- Communicates and shares ideas and concerns with cooperating teacher, principal, teacher leaders, and other management team members.
- Participates in assigned staff in-services and workshops, including paraeducator development and building meetings.
- Engages in continuing education and professional development activities such as trainings, workshops, and classes to meet the required qualifications.
- Assists in completing the required documentation.

#### **Other Expectations:**

- Maintains a positive attitude.
- Collaborates with team members.
- Communicates effectively with others, including giving and receiving feedback on the quality of services.
- Meets specific content area requirements.
- Participates in paraeducator trainings and other trainings deemed necessary by the District, sharing information presented at meetings with colleagues.
- Maintains confidentiality.
- Effective oral and written communication skills.
- Demonstrates capability to interface and maintain effective relationships with staff and consultants in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- A detail-oriented, logical, and methodological approach to problem-solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Proficiency using a word-processing system.
- Additional responsibilities as assigned.