

TOKA NUWAN WAYAWA TIPI

POSITION DESCRIPTION

TITLE: FACE PARA-EDUCATOR

JOB SUMMARY: This position works with Special Education and General Education Teacher on lesson plans, preparing teaching materials and making modifications to curriculum and teaching strategies for individual students.

RESPONSIBILITIES:

1. Works with students individually and in small groups.
2. Assists teachers by providing basic instruction for small groups or individuals.
3. Supervises recesses, breakfast room and lunchroom as assigned.
4. Helps teachers supervise students.
5. In absence of regular teacher, maintains order and conducts classroom activities according to a prearranged plan.
6. Sees that equipment and materials are arranged and stored properly in accordance with the teacher's instructions.
7. Assists teachers with recordkeeping, report writing, and assessment.
8. Helps to prepare attendance reports, lunch count, health records and progress reports.
9. In routine situations, help children with emotional and social adjustment problems.
10. Maintains a high degree of confidentiality, especially with Special Education students and records.
11. Supervise and help students use the computers.
12. Performs other duties as assigned.
13. During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly.

POSITION QUALIFICATIONS:

AA degree or equivalent. Technology Proficiency. Availability for training.

SUPERVISORY CONTROLS:

Teacher assigns work, sets priorities and provides general guidance on procedures, techniques, school policies and regulations. Para-educator performs routine assignments independently, but problem situations are referred to the teacher. Evaluations are conducted by the Principal with assistance from the designated teacher.