

**Job Title:     **PARA-EDUCATOR - ALTERNATIVE EDUCATION****

**Definition:**

Under the immediate direction of certificated person and supervision of the administrator, performs a variety of routine tasks and assists in the operation of the Alternative Education classroom.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Provides services in assistance to the Alternative Education classroom teacher, as required.
2. Assists in the preparation of learning materials, which may include keyboarding, duplicating, laminating, and assembling.
3. Assists the teacher in instruction, activities and program workshops based on specific instructions.
4. May operate equipment used as educational aids.
5. Observes student's learning style and modifies training materials as directed by the teacher.
6. Corrects student work, papers, and test as assigned.
7. May keep records for attendance and assist with paperwork as required.
8. Answers phones and greets visitors.
9. Assists in setting up monthly programs/field trips.
10. Modify and monitor student behavior.
11. Perform other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Appropriate techniques in interacting successfully with children
- Computer and computer keyboarding
- Subjects of school curriculum: Basic math, English usage, Spelling, Grammar and punctuation, and physical education

**Skill and Ability to:**

- Relate effectively with children
- Working with At-Risk children
- Follow the directions of the classroom teacher
- Exercise good judgment
- Establish and maintain cooperative working relations with staff and parents
- Communicate clearly and concisely, both orally and in writing
- Simple record keeping
- Maintain confidentiality

**Job Title: PARA-EDUCATOR - ALTERNATIVE EDUCATION**

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and six months experience in working with children in a structured environment or college level classes in child behavior, child growth and development, education, or child psychology is required. Possess and maintain CPR and First Aid Certification during the course of employment. NCPI training is required.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have a live scan fingerprinting completed and cleared prior to beginning work.

Range: 19

**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping		X	
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.	X			X		
11- 25 lbs.	X			X		
26 –50 lbs.	X			X		

**Job Title:** PARA-EDUCATOR - ALTERNATIVE EDUCATION

51- 75 lbs.	X			X		
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<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write		X	
Plan	X		
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
Radio	X		