

MSTM Associate/Paraeducator Job Description

SUMMARY: Assist students by helping individuals or small groups with reading, writing, math skills, implementing instruction, reinforcing learning skills, recording student data, assessing progress and reinforcing behavior expectations under the supervision of the teacher. Specific duties may be assigned or included as part of a student's Individualized Education Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Assist students with classroom activities including helping the teacher to implement instruction plans. Perform tutoring and/or instruction both individually and with small groups in any or all subject areas.
2. Provide support in general education setting in order for students to participate in class activities. Implement procedures and accommodations included in students' IEPs including, but not limited to assessment, tutoring, adapting instruction, and data collection, under the supervision of the classroom teacher or special education teacher.
3. Monitor students during breaks, recess, lunch, time outs, and other times as needed.
4. Sanitize, disinfect, and clean learning environment and other areas that students occupy. This includes general cleaning and bodily fluids.
5. Perform other job-related duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Experience working with children and special needs students preferred.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training and Mandatory Reporter training required upon hire.
- Other certification as deemed necessary for specific positions.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to follow and promote school policies and initiatives.
- Ability to communicate and interact effectively with all people including those from diverse backgrounds.
- Ability to follow safety rules, practice safe work habits, and utilize appropriate safety equipment.
- Ability to operate basic office equipment and technology including copiers, computers, and tablets.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to stand and walk for extended periods of time.
- Ability to lift up to 15 pounds.
- Ability to work in reasonable outdoor conditions for limited periods of time.

Approved 4/14/14

Reviewed 4/14/14

Revised _____