

Katherine Anne Porter School
Paraeducator
Job Description

Job Purpose Statement/s:

The paraeducator will report to the Special Education Case Manager. This individual will assist in the implementation of programs for individuals with exceptional needs. The paraeducator will provide support to students in the area of Special Education/ Section 504, and other related functions.

Distinguishing Characteristics:

This position requires a person that can manage their daily schedule and respond to student needs in a flexible and positive manner. The desired candidate will demonstrate an appropriate level of confidentiality while providing support in the general setting. This individual will be required to handle sensitive student information in a manner respectful to the individuality of all students.

Essential Job Functions:

- Provide instructional support for students within the general setting
- Provide accommodations associated with extended time and oral administration of exams
- Work collaboratively with general education professionals to provide support and accommodations
- Demonstrate strong verbal and written communication skills
- Demonstrate positive behavior intervention skills
- Perform data collection activities
- Perform electronic special education/504 data management activities to include entry, printing, distribution, and filing of documents
- Assist in scheduling special education and 504 meetings
- All other duties as assigned

Requirements:

- High school graduate
- Some college preferred
- Strong math and language arts skills
- Intermediate level of technology skills
- Strong proactive problem solving skills