

Eastford Public Schools
Job Description and Performance Responsibilities

Position Description: Paraeducator

Qualifications: As set by State of Connecticut and Federal Requirements

Reports to: School Principal or Designee

Work Year: According to contract

General Description: Under the supervision of certified staff, the paraeducator assists with instruction, supports school functions, and provides supervision in various settings within the school district.

Performance Responsibilities:

1. Performs tasks assigned by teachers
2. Works with individual students or small groups of students to reinforce learning of content or skills initially introduced by the teacher
3. Administers, scores and records classroom assignments, homework, and tests as the teacher or administrator recommends for students
4. Assists the teacher in devising special strategies for reinforcing skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
5. Operates and cares for instructional equipment used in the classroom
6. Helps students master equipment or instructional material assigned by the teacher
7. Distributes and collects workbooks, papers and other materials for instruction
8. Guides independent study, enrichment work, and remedial work prepared and assigned by the teacher
9. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips
10. Assists with bulletin boards and other classroom learning displays
11. Assists with large group activities such as drill work, reading aloud, and storytelling
12. Reads to students, listens to students read, and participates in other forms of oral communication with students
13. Assists students with lunch, snack, cleanup routines, and toilet routines
14. Alerts teacher to any problem or special information about an individual student that the paraeducator becomes aware of
15. Assists the substitute teacher assigned in the absence of the regular teacher
16. Assists individual student with instructional and personal needs, including toileting, feeding and mobility
17. Monitors recess, special classes (art, physical education, music, etc). as needed
18. Monitors or provides reinforcing activity of the applicable behavior plan.

19. Is patient with and attentive to students with severe special needs
20. Assists with classroom duties such as copying or setting up materials
21. Checks and records the collection of money and student attendance
22. Monitors classes of teachers who are required to be present at PPT and 504 meetings
23. Assists students and teachers in locating materials in the media center
24. Assists with all aspects of running school library
25. Keeps computers and related peripherals organized and accessible according to accepted methods
26. Performs related duties as assigned

Professional Responsibilities:

1. Maintains a high level of ethical behavior and does not compromise the confidentiality of student or staff information
2. Adheres to Board of Education policies, the expectations of the staff manual and the parent/student handbook
3. Participates in professional development programs as assigned.
4. Interacts with students in an age-appropriate and respectful manner

July 26, 2024