

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** Para educator

**CLASSIFICATION:** Classified

**REPORTS TO:** Building principal (may be assigned by principal to work under the daily supervision of a teacher or teachers, or other licensed staff)

**FLSA STATUS:** \_\_\_\_Exempt ☒ Non-Exempt

**STATUS:** \_\_\_\_Full Time ☒ Part Time

☒ Hourly \_\_\_\_Salary

**DATE CREATED:** 2/12/1973

**DATE REVISED:** 1/25/2012

**BASIC FUNCTION:**

The paraeducator position is either instructional or delivers other direct or indirect services to children, youth, and/or their parents or guardians. The position supports: the creation of a safe, positive teaching and learning environment; student development in the intellectual, physical, social, emotional, behavioral domains; nurturance of positive productive relationships; integration of technology to support student learning; and exposure of students to ethical and professional role models.

Duties are performed under the direction of teachers or other licensed staff. Specific activities and responsibilities vary considerably among several types of para educator assignment. The following general functions include those aspects which, in any combination, may become a part of a para educator assignment.

**ESSENTIAL FUNCTIONS:**

1. **Classroom assistance:** Under the direction of a licensed employee, a para educator may prepare instructional materials, correct student work, record grades, monitor/record/chart/graph student progress, directly assist individual students or small groups in the performance of instructional activities, and create or maintain bulletin boards or other aspects of the physical classroom environment.
2. **Supervision:** Under the direction of a licensed employee, a para educator may be assigned supervision of students (lunchrooms, playgrounds, study halls, passageways, classrooms, bus loading/unloading areas, regular bus travel to

and from school, field trips and such other supervisory functions as may be assigned).

3. **Special Needs:** working with individual or groups of students with special needs which may include, but not be limited to, Individual Education Plans (IEP), Individual Health Plans(IHP), 504 disability accommodation plans; when necessary, lifting, carrying, or correctly positioning students with physical disabilities; English Language Learners (ELL) whose first language is other than English.
4. **Activities of daily living:** Para educators may assist students with their dietary needs, including feeding; escorting students to restrooms and assisting them with toileting, diapering as needed, incontinence care; and attending to their hygiene needs.
5. **Office functions:** Para educators may be assigned clerical/secretarial duties including, but not limited to, word processing, data entry, bookkeeping, filing, laminating, machine operations, conference and registration material preparation, cumulative folder entries, lunch accounting, and attendance duties.
6. **Media assistance:** Para educators may assist licensed media staff and the instructional staff at the building level with tasks in all library functions; in print center, public library and AEA library/media communications; assisting individuals and student groups in their library experiences, book fairs, and checking out of materials; and assisting in inventories and A-V, electronic and printed material accounting.
7. **Other duties:** Para educators may also be assigned such other duties and responsibilities as may be appropriately determined by the building principal including, but not limited to, participation in building and/or district professional development.

## **QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:**
- **Skills :** oral and written communications; listening; providing clear and concise instructions; basic use of a Personal Computer
- **Knowledge**
- **Ability:** calm under pressure; organized; maintain confidentiality; tactful; developing self-confidence in others; dependable; capable of de-escalating emotionally/physically charged situations; follow directions and instructions; work collaboratively; develop positive and productive relationships with adults and students; empathetic; exercise good judgment
- **Licenses, Certifications, Bonding, and or Testing Required:** high school diploma or equivalent.

**Note:** Professional certification for example Child Development Associate (CDA) and/or post secondary education, i.e., associate's degree or above, may be required under certain circumstances including, but not limited to, meeting state or federal regulatory requirements.

## **LANGUAGE SKILL**

## **REASONING ABILITY:**

## **PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive: ☐ Single Grasping    ☒ Pushing & Pulling    ☒ Fine Manipulation    ☒ Key boarding
3. Twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head: ☒ Yes    ☐ No
4. Employee may use feet for repetitive movement as in operating foot controls: ☐ Yes    ☒ No
5. Vision (which may be corrected) to read small print; view a computer screen for prolonged periods: ☒ Yes    ☐ No
6. Hearing: (which may be corrected) to answer phones and tolerate exposure to noisy conditions: ☒ Yes    ☐ No
7. Speech: to be understood in face to face communications; to speak with a level of proficiency and volume to be understood over a telephone: ☒ Yes    ☐ No
8. Smell to distinguish strong odors
9. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
10. Lifting:

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

- ☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- ☒ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**IMPORTANT NOTE:** A Para educator working with a student with physical disabilities or limitations may be required to lift a student weighing in excess of 75 pounds frequently; similarly in the case of an emergency, e.g. building evacuation, the employee may need to lift or carry injured students.

11. Environmental Exposure:

- ☒ May be exposed to sun, rain, wind, snow
- ☒ May be exposed to extreme heat or cold
- ☐ May be exposed to confined spaces
- ☒ May be exposed to heights of more than 6 feet
- ☒ May be exposed to dust & dirt
- ☒ May be exposed to chemically treated fluids
- ☒ May be exposed to loud noise
- ☒ May be exposed to constant work interruptions
- ☒ May be exposed to communicable illnesses; bodily secretions and excretions
- ☒ May be exposed to aggressive emotional and physical behavior
- ☐ Other:

12. Mental Requirements: read, write, understand, compare, compile, interpret and apply information at a moderately complex level essential for job performance; business math skills at a high school proficiency level; judgment and the ability to process information quickly; learn quickly and follow verbal instructions, procedures and standards; rank tasks in order of importance.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the employer's right to assign or reassign duties and responsibilities to this job at any time. Signature confirms receipt of the job description.*

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**Signature of Supervisor**

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**Date**

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**Signature of Employee**

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**Date**