



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Regular Education Para Educator

Employee Group: Classified

Classification: CL-L2

FLSA: Non exempt

Supervisory Responsibilities: Students

Reports to: Building Principal and Associate Principal

Qualifications:

1. High school diploma or equivalent
2. Good communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Basic computer skills and ability to operate office equipment
5. CPR / AED / First Aid Certification (will train)
6. Ability to work well with students

Preferred experience:

Job related experience working with children in structured activities

Associate Degree or higher (48 college credits)

Position Summary:

Provides a variety of instructional assistance and support services associated with general education programs and student needs across the school experience, including behavior management and instruction.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

- Carry out instructional tasks planned by the teachers for individual students or groups of students in the student's learning environment. Leads individual and small group activities under teacher direction.
- Assist students and staff with carrying out daily classroom routines, recess, hallways, lunchroom, arrival and dismissal etc.
- Supervise students in large group activities such as assemblies, classrooms, lunch rooms, playgrounds or study halls.

- Escort students between buildings and classes as necessary.
- Provides support in monitoring, intervening, and redirecting student behaviors. Acts to prevent and deescalate student behavior.
- Assist students with transportation needs, such as transitions to/from bus, escort to special classes, etc.
- Help teachers gather and maintain pertinent information for student records and data collection.
- Implement and suggest updates to student support plans.
- Assists students with medical needs as necessary.
- Supports an inclusive educational environment.
- Aid in the preparation of teaching materials, specific child related projects, room decoration and room clean-up.

Other Functions

- Participate in meetings, workshops, and professional development (E.G. trainings, team meetings, etc.) for conveying and/or gathering information.
- Follows district policies and promotes a positive image of the District at all times.
- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Perform other responsibilities as assigned by the building administration.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Demonstrates understanding of the unique needs and development of students.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Coach students within core academic subjects - literacy, mathematics, science, social studies and communication.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to maintain good relationships with others individually and as a team. Good human relations skills.

Skill in identifying, preventing, and de-escalating challenging behaviors.

Ability to use job-related equipment including computers utilizing a variety of software applications.

Adapt to changing work priorities with interruptions.

Ability to maintain emotional control under stress.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, crouching, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 20 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and far vision.

Work Environment

This job is performed indoors in a group classroom setting and outdoors in public and/or school settings. The noise level in the work environment is low to moderate, but can be disrupting at times. Occasional exposure to sun, heat, cold, and inclement weather. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 4/22/91

Revised: March 1994
9/8/97
April 2002
August 2023