

PARAEDUCATOR JOB DESCRIPTION: ATTENDANT

Description of Unique Need:

Work with student who requires one-on-one attention throughout the day. (Note: One attendant may be assigned to up to 2 children in a classroom.)

Job Description (Specific duties to be carried out by the paraeducator.):

1. Assist the student with toileting, dressing, feeding and other self-care activities.
2. Implement prescribed behavior management program for student.
3. Assist with activities of the prescribed programs including those written by related service personnel such as PT, OT and Speech, including implementation of student's communication program.
4. Supervise student in cafeteria or at recess as assigned by supervising teacher.
5. Supervise student in teacher-planned activity and help student to stay on task for programs taught by supervising teacher.
6. Chart individual progress of students under the direction and supervision of the teacher.
7. Prepare instructional materials.
8. Supervise and assist student when included into general education classes and accompany student during any community experiences.
9. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities. (Note: Unless instructed otherwise by the supervising teacher, all parent communication must come directly from certified personnel.)
10. Other duties assigned by case manager/supervisor.

All decisions and/or questions regarding Special Education services are to be referred to the supervising special education teacher.