

# **PARAEDUCATOR JOB DESCRIPTION:**

## **Inclusion Assistant**

### **Description of Unique Need:**

Work with students whose special education needs can best be met in the general education classroom, under the direct supervision of special education and regular education teachers.

### **Job Description:**

1. Assist general education and special education teachers in the inclusion of students with disabilities into regular education classrooms.
2. Establish a positive and supportive relationship with the classroom teachers.
3. Work with individuals or groups of students under the direct supervision of the teacher in the general education classroom and the primary case manager.
4. Provide clerical assistance (type materials, duplicate materials, make instructional games, etc.) for the teacher or the primary case manager.
5. Assist in instructional classroom duties, toileting, snack/lunch, clothing routines, etc.
6. Assist in supervision of students (both disabled and non-disabled) during recess and lunch periods.
7. Implement behavior management techniques (reinforcing appropriate behavior in accordance with the teacher's plan, supervising time-out, etc.)
8. As requested, observe and record academic behavior and progress, as well as social behavior.
9. Give informal tests to students.
10. 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.)
11. 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.