

**TITLE: VOCATIONAL PARAEDUCATOR – GENERAL
CATEGORY 1**

QUALIFICATIONS:

1. Highly qualified as per Department of Elementary and Secondary Education (DESE).
2. Proven ability to work with children with a variety of abilities in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
3. Possess strong verbal and written communication skills.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
6. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Building principal, CVTE/CCTE Director or designee, and supervising department head and/or teachers.

JOB GOALS:

1. To assist teachers in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the vocational program.
2. Provide a safe and supportive educational environment for all students and staff as well as providing classroom support to teachers and students.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Assists the classroom teacher as needed.
2. Work on educational tasks with one or more students as designated by the teacher.
3. Maintains confidentiality of student records and respects the confidential nature of the classroom and will refer to the classroom teacher if a problem arises.
4. Accepts work assignments with any student (s) in the classroom as designated.
5. Assists the supervising teacher in the setting and maintaining reasonable standards of behavior and performance.
6. Reports all student accidents and/or behavioral incidents to the supervising teacher immediately or as soon as possible.
7. Some clerical responsibilities as requested by cooperating teacher.
8. Follows individual student safety plans, IEP's, 504's, health care plans, etc.

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9. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, assemblies, specialists, etc.)
10. Participates in regular professional development offered both in and out of the district as requested (full-time).
11. Provides general assistance in monitoring student learning activities occurring throughout the shop.
12. Assists instructors in preparing physical shop areas to accommodate lab activities and other shop programs.
13. Provides general clerical assistance in monitoring instructional shop inventories and purchasing under the supervision of the teacher.
14. Assists instructors in the evaluation of student competency skills.
15. Monitors student behaviors on the job and in the community.
16. Selects and assigns supplemental learning activities.
17. Performs other duties or tasks and assumes other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**TERMS OF
EMPLOYMENT:**

Varied based on student and district need; full time

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on the evaluation of support personnel.

SALARY:

Per current Paraeducator contract

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Plymouth School Committee:

Information: August 1, 1994
Discussion: September 12, 1994
Approved: September 12, 1994

**Plymouth School Committee -
Updated**

Information: February 5, 2018
Discussion: February 5, 2018
Approved: February 5, 2018