

**TITLE: VOCATIONAL PARAEDUCATOR SCHOOL STORE
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, Special Education administrator or designee, supervising Special Education teacher, related service providers, and/or general education classroom/specialist teacher(s).

JOB GOALS:

1. To assist teachers in providing a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional 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/specialist teacher as needed.
2. Work on educational tasks with one or more students as designated by the teacher.
3. Assists in reviewing student work which is objective in nature and under the direction of the classroom teacher.
4. Assists in the supervision of students during instructional activities and transitional periods.
5. Maintains confidentiality of student records and respects the confidential nature of the classroom and will refer to the classroom teacher if a problem arises.
6. Accepts work assignments with any student (s) in the classroom as designated.
7. Assists the supervising teacher in the setting and maintaining reasonable standards of behavior and performance.

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8. Escorts children to and from transportation in a safe and responsible manner as directed by the supervising teacher.
9. Assists the supervising teacher in collecting data on student performance, goals and behavior.
10. Reports all student accidents and/or behavioral incidents to the supervising teacher immediately or as soon as possible.
11. Some clerical responsibilities as requested by cooperating teacher.
12. Follows individual student safety plans, IEP's, 504's, health care plans, etc.
13. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, assemblies, specialists, etc.)
14. Participates in regular professional development offered both in and out of the district as requested (full-time).
15. 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 and part time opportunities available - school calendar year.

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

Elementary School Committee:

Information: February 3, 1992
Discussion: February 3, 1992
Approved: February 3, 1992

Regional School Committee:

Information: January 28, 1992
Discussion: February 11, 1992
Approved: February 11, 1992

**Plymouth School Committee -
Updated**

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