

**TITLE: SCIENCE
CATEGORY 2 PARAEducATOR**

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 in addition to computer proficiency 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, science academic coordinator, and/or general education classroom 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 teacher as needed.
2. Cleans, stores, and maintains laboratory supplies, equipment and instructional aids.
3. Prepares media cultures, solutions, and other laboratory materials under the request and direction of the science staff.
4. Maintains an accurate inventory of science supplies, texts, and equipment.
5. Monitors the lab safety program to ensure that the science program is offered in as safe and healthful environment as possible.
6. Requisitions materials and supplies required by the lab program for approved curriculum and does outside purchasing.

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7. Travels between both high schools and maintains equipment/supplies in a consistent manner.
8. Maintains the science department instructional supplies/materials.
9. Assists students with science fair projects as needed.
10. Supervises laboratory activity with the assigned teacher and/or with assigned students.
11. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, assemblies, specialists, etc.)
12. Performs such other duties or tasks and assumes such 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 district program need; as currently practiced up to 7 hours per day and work during the summer.*

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 EAPC Paraeducator contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Regional School Committee:

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

Plymouth School Committee - Updated

Information: December 18, 2017
Discussion: December 18, 2017
Approved: December 18, 2017