

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: INSTRUCTION
TITLE: PARAEDUCATOR I (K-12)
CALENDAR: [PARAEDUCATOR I FULLTIME](#)
[PARAEDUCATOR I PART TIME](#)
SALARY: [GRADE 5](#)

Job Goal:

Provide instructional and clerical support under the supervision of the classroom teacher

Minimum Qualifications:

- High School Diploma or equivalent
- AA degree or, 60 semester hours from accredited university, or satisfactory results on an AZ state-approved competency exam
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Instruct, within close proximity to the teacher, individual students or small groups of students to reinforce material or skills initially introduced by the teacher
- Translate, when required, (both oral and written) for parents, students, staff and others
- Distribute and collect workbooks, papers and other materials for instruction
- Copy, collate and file worksheets and requested documents
- Develop and create bulletin boards, signs, borders and classroom displays
- Assist with assessments, grading papers and completing records under the supervision of the certified teacher
- Operate and care for equipment used for instructional purposes
- Assist with the supervision of students during emergency drills, assemblies, play periods, lunch periods and field trips
- Alert the teacher to any problem or special information about a student
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Accept responsibility for student well being and safety while they are in employee's care
- Be alert to and report the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Assist in the maintenance of a quiet and orderly classroom environment
- Operate and caring for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction

- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Working with Students

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.