**Full Time Paraeducator Job Description**

**Position Details:**

1. Considered a Full-time Paraeducator as defined by the job description on file with the district and incorporated therein
2. Work four (4) days per week
3. Hourly employee not to exceed forty (40) hours per week during the 2022-2023 school year
4. Must clock in every day working to ensure you are marked “Present” and get paid
5. Qualifies for benefits package
6. Paid bi-weekly for the school year 2022-2023

**Required**:

1. AZ Fingerprint Card
2. Work with children and have expectations that will promote progress
3. Read and follow all policy, procedures and expectations of Hackberry Elementary School District (HESD)

**Description**

*This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Hackberry Elementary School District. The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the school’s needs.*

**Expectations**:

A Paraeducator is defined as a school employee who works under the supervision of teachers. Their jobs are instructional in nature and they provide other direct services to children and youth and their families.

The goals of a Paraeducator is:

* Assist teacher in planning daily activities in accordance with the curriculum
* Provide academic instruction based on guidelines and procedures
* Implement individual class programs
* Provide clerical and administrative support to teachers
* Help with adaptive skills, like self-care and communication. They may also collaborate with the school nurse to work with students who need medical support.
* Provide practice, reinforcement, and monitoring of skills
* Support the development of children during their education journey
* Assist students in learning the curriculum
* Facilitate social interactions between students
* Manage small and large groups
* Teach appropriate behavior and communication skills
* Provide instructional support such as work with students one-on-one or in small groups to reinforce learning

In addition:

* To be willing to work with children ages 4-15 years old
* To know and demonstrate the following skills; instruction abilities, organization, effective communication and classroom management
* To have excellent written and verbal communication
* To have the ability to assist in classroom instruction and learning
* To have great attention to detail
* To have the ability to work closely with children
* To use and promote excellent teamwork skills
* To have the ability to remain calm and patient at all times
* To have knowledge of classroom subjects
* To help students develop motor skills as well as social skills and cultivate an interest in education
* To be responsible for ensuring all students are involved in the daily class activities and following accommodations for students with special needs
* To address behavioral issues with students and review the MIGHTY Mustang expectations