

## **Harvard Public Schools Paraeducator Job Description**

It is the policy of Harvard Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

**\* This Job Description is in addition to and supplements  
the Master Classified Job Description\***

- A. Job Title:** Paraeducator
- B. Department:** Instruction
- C. Education Level and Certification:** High school diploma. For paraeducator positions that work in Title I-funded programs, the paraeducator must have a high school diploma and either an associate's degree, two years of college, or a passing score on a state or local assessment that demonstrates their ability to assist with instruction in reading, writing, and math.
- D. Reports To:** Principal.
- E. Performance Responsibilities and Job Tasks**
  - 1. Provide assistance to students with special needs, non-English-speaking students, students with physical and mental disabilities, or other students as assigned.
  - 2. Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
  - 3. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
  - 4. Enforce administration policies and rules governing students.
  - 5. Observe students' performance, and record relevant data to assess progress.
  - 6. Discuss assigned duties with classroom teachers to coordinate instructional efforts.
  - 7. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
  - 8. Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
  - 9. Distribute tests and homework assignments and collect them when they are completed.
  - 10. Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
  - 11. Attend staff meetings and serve on committees, as required.
  - 12. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.

13. Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education teachers, psychologists, speech-language pathologists or other professionals.
14. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
15. Assist in bus loading and unloading.
16. Maintain computers in classrooms and laboratories and assist students with hardware and software use.
17. Perform other duties as assigned by the Principal or Principal's designee.

**F. Working Conditions**

1. Inside heated and air conditioned classroom.
2. Outside for activities with students and student supervision.
3. Exposure to incidents of aggression when working with students with behavioral impairments.

**G. At-Will Position.** This position is an "at-will" position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent's designee.

<b>Physical Requirements Paraeducator</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b>						
<b>NE = Non-Essential</b>						
<b>Stamina</b>						
1. Sitting					X	
2. Walking					X	
3. Standing				X		
4. Sprinting/Running		X				
<b>Flexibility</b>						
5. Bending or twisting at the neck more than the average person				X		
6. Bending or twisting at the trunk more than the average person				X		
7. Squatting/Stooping/Kneeling				X		
8. Reaching above the head			X			
9. Reaching forward				X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X			
<b>Activities</b>						
11. Climbing (on ladders, into large trucks/vehicles, etc.)			X			
12. Hand/grip strength			X			
13. Driving on the job			X			
14. Typing non-stop			X			
<b>Use of Arms and Hands</b>						
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X			
16. Finger dexterity (typing or putting a nut on a bolt)			X			
<b>Lifting Requirements</b>						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead		X				
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist			X			
Waist to shoulder			X			
Shoulder to overhead		X				
20. Lifting 51 to 75 pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
21. Lifting 76 plus pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X				
<b>Pushing/Pulling</b>						
23. 25 to 50 pounds				X		
24. 51 to 75 pounds				X		
25. 76 to 90 pounds		X				
26. Over 90 pounds		X				
<b>Carrying</b>						
27. 10 to 25 pounds				X		
28. 26 to 50 pounds			X			
29. 51 to 75 pounds		X				
30. 76 to 90 pounds		X				
31. Over 90 pounds		X				