



Elementary Learner Assistant (Paraeducator) Central Lyon Community Schools

Reports to: Superintendent or Building Principal

FLSA Status: ___ Exempt Non-Exempt

Status: Full Time ___ Part Time
 Hourly ___ Salary

Date Revised September 21, 2021

EXECUTIVE SUMMARY

Under the direction of the building principal and special education teacher, provides assistance and motivation to special education students. Works closely with students with disabilities/special needs throughout the school day to help the students learn and succeed in all school settings. Collaborates frequently with the special education teacher and general education (classroom) teachers to provide services to implement accommodations and modifications as specified in the student's individualized education program.

ESSENTIAL FUNCTIONS

- Assist in establishing a positive learning environment and respond to the individual needs of students.
- Assist in managing the behavior of the student(s).
- Ability to work successfully with students individually or in groups.
- Ability to follow direction and assist other associates and teaching staff in educating students with special needs.
- Understands the role of adapting instructional activities to assist the students and supports the student both cognitively and physically in the classroom.
- Assist in recording attendance, health records, observations, and charting behavior.
- Supervise students in all school settings.
- Attends required meetings, participates fully, and provides feedback about the education of students.
- Understands and implements policies and procedures aligned with Central Lyon's educational program.
- Develops and maintains an effective level of communication with appropriate personnel, maintains confidentiality and completes necessary paperwork or reports required in the program.
- Performs other duties as assigned by the Superintendent or Principal.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED

Preferred Education and Licensure

- Evidence of mental and emotional maturity and stability.
- Prior satisfactory work experience with children and youth.
- High school diploma or equivalency.
- Post-secondary education recommended.

Knowledge and Skills

- Knowledge of district and school policies and procedures.
- Experience working with children and adults with varying abilities and interests.
- Comfort with technology and openness to learn.
- Ability to effectively communicate with and present information to individual students, small groups, classes, and staff.
- Ability to understand complex, multi-step written and verbal instructions.

- Ability to maintain composure under stressful situations, communicate with diverse groups, and adapt to changing work priorities.
- Skill in managing frequent interruptions.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS

| | Amount of Time | | |
|-----------------------|--------------------------|-------------------------|--------------------------|
| | Occasionally (1%-32%) | Frequently (33%-65%) | Constantly (66%-100%) |
| Stationary Position | | | X |
| Moving | | | X |
| Talking | | | X |
| Hearing | | | X |
| Handling | | | X |
| Reaching | | | X |
| Fingering | | | X |
| Repetitive Motion | | | X |
| Balance | X | | |
| Lift 0-10 Pounds | | | X |
| Lift 11-25 Pounds | | | X |
| Lift 26-50 Pounds | X | | |
| Lift Over 50 Pounds | X | | |
| Operate Motor Vehicle | X | | |

WORKING CONDITIONS

| | Amount of Time | | |
|--------------|--------------------------|-------------------------|--------------------------|
| | Occasionally (1%-32%) | Frequently (33%-65%) | Constantly (66%-100%) |
| School Hours | | | X |
| Indoors | | | X |
| Outdoors | | X | |
| Evenings | X | | |
| Weekends | X | | |

TERMS OF EMPLOYMENT

- Jan. 5 – May 20 (to the last day of school)
- Monday, Tuesday, Thursday, Friday, 7:45 a.m. to 3:45 p.m., Wednesday 7:45 a.m. to 2:45 p.m.
- Flexibly: as requested by the building principal, classroom teacher, or special education teacher
- Wage and benefits to be determined by the school board

EVALUATION

The superintendent or building principal will provide a written evaluation at least annually in accordance with law, board policy, and the preceding job description.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Central Lyon School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____