

**BARNSTEAD SCHOOL DISTRICT
Paraeducator I**

TITLE: Paraeducator I

QUALIFICATIONS:

- High School diploma or equivalent
- Certified or will obtain NHDOE Paraeducator I certification within one year from date of hire.
- Excellent communication skills
- Ability to work with people, students, staff, and public
- Ability to work independently without close supervision

REPORTS TO: Director of Student Services

TERMS OF EMPLOYMENT: Salary and benefits as established by the Barnstead School Board.

HOURS: 7 hours/day, 184 contract days. Category II.

EVALUATION: Annual performance evaluation by Supervising Teacher/Director of Pupil Services.

ROLE RESPONSIBILITIES:

- Participates in professional development activities in conjunction with pursuing and maintaining NH Department of Education Paraeducator I certification.
- Provides individual and small group instructional support to meet the needs (academic, physical, emotional, and behavioral) of students as directed by supervising teacher(s).
- Maintains current knowledge of student program needs as identified in the IEP, and supports achievement of program goals.
- Consults with supervising teacher(s) to promote successful educational experiences for all students.
- Provides student supervisory duties in compliance with school procedures as assigned.
- Participates actively in meetings as assigned.
- Provides unbiased feedback regarding student performance to appropriate educational staff when indicated and/or requested.
- Performs record keeping functions as directed by administration, including completion of Medicaid documentation.
- Maintains confidentiality of information regarding students and staff.
- Complies with all policies and procedures established by the School Board and School Administration.
- Performs other duties as assigned by the supervisor and/or School Administration.

(Adopted: 05/21/02)

(Amended: 02/14/06)