

**BARNSTEAD SCHOOL DISTRICT
Paraeducator II**

TITLE: Paraeducator II

QUALIFICATIONS:

- Three years experience relevant to assignment.
- An Associate degree OR; A high school diploma and a minimum of two years of study with 48 credits at an institution of higher education.
- Certified or will obtain NH DOE Paraeducator II certification within one year from date of hire.
- Excellent communication skills.
- Ability to work well with people, students, staff and public.
- Ability to work independently without close supervision.

REPORTS TO: Director of Pupil Services

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

HOURS: 7 hours/day, 186 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 II 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 documents.
- 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)