

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

|                        |   |              |                    |
|------------------------|---|--------------|--------------------|
| Job Title:             | <b>Paraeducator, Floater</b>                    | FLSA Status: | <b>Non-Exempt</b>  |
| Pay Program:           | <b>Classified Staff / Paraeducator Schedule</b> | Pay Range:   | <b>Floater pay</b> |
| Reports to:            | <b>Student Success Administrator</b>            | Work Year:   | <b>9 months</b>    |
| Prepared/Revised Date: | <b>January 9, 2009</b>                          |              |                    |

**SUMMARY:** Primary purpose is to provide a substitute paraprofessional for absent paraeducators at all levels of pay and responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions  | Frequency      | % of Time   |
|---|----------------|-------------|
| 1. Adapt to a variety of school environments by assessing the requirements of individual programs/classrooms.   | D              | 20%         |
| 2. Communicate effectively through competent observation, reading, writing, listening and verbal skills.  | D              | 20%         |
| 3. Maintain a detached yet caring attitude with crises situations.  | D              | 15%         |
| 4. Monitor students during breaks, recess, lunch room, time outs, field trips, etc.   | D              | 10%         |
| 5. Assist students with classroom activities. Implement teacher's instruction plan. Perform tutoring both individually and with small groups, support students instructionally as well as behaviorally. | D              | 9%          |
| 6. Assist with special interventions such as lifting, restraining or hygiene care for special ed students some of whom may be physically aggressive.  | D              | 5%          |
| 7. Maintain confidentiality of all persons encountered, when appropriate.   | D              | 5%          |
| 8. Maintain a positive attitude with everyone.  | D              | 5%          |
| 9. Provide own, reliable, flexible transportation.  | D              | 1%          |
| 10. Assist with special projects with student participation. May administer first aide and/or assist students to clinic or nurse.   | W              | 5%          |
| 11. Perform other duties as assigned.   | Ongoing        | 5%          |
|   | <b>TOTAL =</b> | <b>100%</b> |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- More than one year of experience in a paraeducator position in an educational setting, **special education experience preferred.**
- High school diploma, completion of G.E.D., or equivalent

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- A criminal background and reference checks required for hire.
- **CPI, CPR and First Aid certifications within 30 days after hire.**
- **Valid Colorado driver's license required for hire.**

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**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Basic Bilingual skills (English/Spanish) preferred.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office product; Word, Excel, PowerPoint, Access, and Publisher, along with Outlook, Front Page and Infinite Campus.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | POSITION TITLE  | JOB CODE |
|--------------------|---|----------|
| <b>Reports to:</b> | Assistant Director of Student Success - Interventions |          |

|                        | POSITION TITLE                                       | # of EMPLOYEES | JOB CODE |
|------------------------|--|----------------|----------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                |          |

**SAFETY TO SELF AND OTHERS**

Good shoes are recommended.

**Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others. Report all unsafe working conditions.**

*The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; talk or hear. The employee frequently is required to stand, walk, and sit; stoop, kneel, crouch, or crawl; smell. The employee is occasionally required to climb and/or balance. The employee must regularly lift and/or move up to 50 pounds and lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, evaluate, use interpersonal skills, and compile. Frequently required to copy, instruct and negotiate.