

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

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

**SUMMARY:** Assist students with basic classroom work, including computers, language arts, math and research. Assist classroom teacher with preparing classroom work as needed including, but not limited to, copying, filing, reinforcing discipline, grading and gaining respect of students.

**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. Assist teacher(s) in preparing materials; laminating, copying, filing, etc. Assist with grading, attendance and instructional centers, etc.	D	28%
2. Assist students with classroom activities. Assist with curriculum instructional delivery to both individual and small groups to ensure mastering of subjects.	D	28%
3. Supervise and monitor students during playground, lunchroom, field trips, passing periods, classroom activities, etc.	D	30%
4. Assist injured or sick students to health room.	D	4%
5. Cover classroom for short periods (up to 30min) when teacher is called out of the classroom for staff meetings or other reasons.	W	3%
6. Assist with CSAP and other assessment testing of students only with licensed staff present	M	2%
7. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- No experience required; experience preferred in working with children.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background and reference checks required for hire.

**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.

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

**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>	Direct Report: Building Administrator (Assistant Principal and/or Principal) Indirect Report: Licensed Staff (teachers, librarians, counselors, etc)	105/106

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

**SAFETY TO SELF AND OTHERS**

**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 use hands to finger to handle materials; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb and/or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. 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.