

Anoka Hennepin Independent School District #11

Position Standard

Paraeducator - Elementary

Elementary paraeducators assist and support students and teachers at the elementary levels with various instructional tasks. These could include any of the following areas; lunchroom, playground supervision, preptime, behavior support rooms, media center, copy room, classroom assistance, or computer lab.

Essential Functions may include the following (for all Elementary Paras):

- Under the direction of the teacher/administrator, assist students individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Support students in the behavior/skills room. Assist in supporting students who may be in distress, and support fostering and reinforcing positive social, emotional, and behavioral skills.
- Prepare and maintain student records and reports, media inventory, filing, and supporting various technology resources.
- Supervise areas where students gather such as hallways, classrooms, playgrounds, bus areas, and lunchroom.
- Perform other duties as assigned.

Minimum Qualifications (for all Elementary Paras):

- High School Diploma or equivalent.
- Must be physically working in the building.
- Good communications, interpersonal and recordkeeping skills.
- Ability/desire to work with technology and computers.
- Ability to work cooperatively with students and staff.
- Ability to supervise students
- Ability to take direction.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Physical Factors (for all Elementary Paras) includes:

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.