

Anoka Hennepin Independent School District #11

Position Standard

Paraeducator – Elementary at High Qualified Buildings

Part-time elementary paraeducators at highly qualified buildings may perform duties in the following areas: lunchroom supervision, playground supervision, and copy room, and does not include student instructional support.

Essential Functions may include the following:

- Supervise areas where students gather such as hallways, classrooms, playgrounds, bus areas, and lunchroom.
- Support teachers/administration with copy room duties.
- Perform other duties as assigned (not including student instructional support).

Minimum Qualifications:

- 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 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.