

The Howard County Public School System

Job Analysis

JOB TITLE: Paraeducator

DOT/O*NET Code: 099.327-010/25-9041.00

POSITION INFORMATION

Summary of Duties: The Paraeducator works under the direct supervision of a certified teacher in an elementary school. He or she provides assistance with academic instruction, performs clerical tasks, participates in field trips, and is responsible for lunch and recess duty. The Paraeducator is frequently assigned to a specific grade. Assistance is generally provided to a small group of students; however, occasionally one-on-one assistance is required. The Paraeducator performs other duties as assigned.

Essential Job Functions:

- Assist the teacher with the implementation of lesson plans.
- Assist with academic instruction in the classroom, with small groups of children, or one-on-one, as necessary.
- Provide remedial assistance, particularly in the subject areas of mathematics and reading.
- Grade papers; track student performance.
- Assist with the preparation of instructional materials.
- Operate audio-visual equipment and office machines.
- Accompany the students on field trips and outings.
- Assist with arranging and coordinating field trips.
- Contact parents, as necessary, to obtain permission slips, or regarding items forgotten by their children.
- Coordinate and schedule parent-teacher conferences; prepare related correspondence.
- Attend team leader meetings, as determined appropriate.
- Order and store textbooks and materials; keep storage area free of clutter.
- Take lunch orders, collect money, complete forms, and provide information to the cafeteria.
- Perform clerical duties such as typing, filing, recordkeeping, copying, laminating and cutting.
- Prepare forms for the teacher's use in tracking information.
- Responsible for lunch and recess duty as assigned.
- May assist in the handling of behavioral problems.
- Prepare learning centers and bulletin boards under the direction of the teacher.
- Assist in computer labs.

Machinery, Tools, Equipment Used:

- Computers
- Paper cutter
- Laminating machine
- Photocopier
- Audio-visual equipment
- Telephone

Products/Materials Handled:

- School supplies (pens, pencils, paper, books)

- Instructional materials/aids
- Money collected for lunches or field trips
- Machinery, tools, equipment noted above

EDUCATIONAL/VOCATIONAL PREPARATION

- High School Diploma or equivalent.
- Must be willing to attend training sessions/seminars related to job performance.

REQUIRED CERTIFICATES/LICENSES

- May need to meet the educational requirements of No Child Left Behind.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively with students, teachers, and parents.
- Ability to communicate information and ideas so that the students will understand.
- Ability to carefully follow the instructions of the teacher.
- Adaptability; willingness to accept assignments, and adapt to the needs of a group of students or a particular student.
- Ability to work independently and as part of a team.
- Basic clerical skills, including computer skills.
- Recordkeeping skills.

JOB SITE ENVIRONMENT

Work Site (inside/outside %):

- Inside: 85% to 90%
- Outside: 10% to 15% (field trips, outings, recess)

Temperature Factors:

- As encountered when outside of the school

Noise Factors (sufficient to disrupt conversation):

- Occasional, activity-related noise

Air Quality Factors

- N/A

Working Surface

- Tiled or carpeted floor; even surface
- Grass, ground, or pavement outside; may be uneven or sloped

PHYSICAL REQUIREMENTS

| Non-Material Handling: | | | | | | | |
|-------------------------------|---|--------|--------------|--------------|------------|---|--|
| Not Required | | Rarely | Infrequently | Occasionally | Frequently | Constantly | |
| | | <1% | <8% | <33% | <66% | >67% | |
| N | R | I | O | F | C | <i>Description of Requirements at one time and throughout the shift</i> | |
| | | X | | | | | Varies, usually for 30 to 60 seconds at a time; based on the needs of the students. Alternatives to bending may include sitting on a stool, squatting, and kneeling. |
| | | | X | | | | Varies, usually for 30 to 60 seconds at a time; based on the needs of the students. Alternatives to squatting may include sitting on a stool, bending, and kneeling. |
| | X | | | | | | Usually not required. May be needed for brief periods to assist some students. Alternatives to kneeling may include sitting on a stool, bending, and squatting. |
| | X | | | | | | Usually not required. May be needed for brief periods to assist some students. |
| | | X | | | | | Varies; may be required to walk on uneven surfaces during outings and recess. |
| | | | X | | | | Varies; based on the task assignment and location. May be needed to store and retrieve equipment, books and supplies. |
| | | | | | X | | Usually needed for up to 15 to 20 minutes at a time, with the freedom to change positioning as needed. |
| | | | X | | | | Static standing is usually limited to 20 to 30 minutes at a time. Standing combined with <u>intermittent walking</u> may be required for sustained periods. |
| | | X | | | | | Usually limited to 5 to 10 minutes at a time. <u>Intermittent walking</u> may be required throughout the work day. Prolonged walking may be needed during outings. |
| | | | | | | | Not required. |
| | | | | | X | | Alternative positions are squatting and kneeling. |
| | | | | X | | | May be needed to manipulate pen and paper and small and medium size objects. |
| | X | | | | | | May need to operate audio-visual equipment. |
| | X | | | | | | May need to operate equipment with students. |
| | X | | | | | | May be needed during outings. |
| | X | | | | | | Required for using step ladders when putting up bulletin boards, organizing closets, hanging student work. |
| | | | | | | | Not Required |

Material Handling:

‘+’ indicates the usually rare occurrence when the safety of students and staff requires the physical restraining of an out-of-control student.

| Not Required | | Rarely | Infrequently | Occasionally | Frequently | Constantly | |
|----------------------|----|--------|--------------|--------------|------------|--------------|--|
| Repetitions per day | | <1% | <8% | <33% | <66% | >67% | |
| | | 1-10 | <25 | <100 | 100-500 | 500+ per day | |
| N | R | I | O | F | C | | |
| Lift | | | | | | | May be needed to lift equipment or supplies. |
| Floor to Knuckle | 20 | -- | -- | -- | -- | | |
| 10 in. to Knuckle | 20 | -- | -- | -- | -- | | May be needed to lift equipment or supplies. |
| Knuckle to Shoulder | | 10 | -- | -- | -- | | May be needed to retrieve and store equipment. |
| Shoulder to Overhead | | 5 | -- | -- | -- | | May be needed to retrieve and store equipment. |
| Push | | 20 | -- | -- | -- | | May be needed to move audio-visual equipment cart. |
| Pull | | 20 | -- | -- | -- | | May be needed to move audio-visual equipment cart. |
| Carry | | 20 | -- | -- | -- | | May be needed to carry equipment and supplies. |

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date