



Book	Job Descriptions
Section	Job Descriptions
Title	PARA EDUCATOR
Code	
Status	Active
Adopted	September 1, 2020

School District of Turtle Lake

Para Educator

Position Description

School District of Turtle Lake

Job Title	Paraeducator
Qualifications	The preferred candidate is one that possesses the following or would be willing to obtain the following. <ol style="list-style-type: none">1. Associates degree, or2. Two years of higher education which is equivalent to at least 48 semester hours, or3. Successful completion of Paraeducator course
Reports to:	Building Principal
Terms of Employment	School Year

Responsibilities:	<ol style="list-style-type: none"> 1. Participate in trainings to include non-violent crisis prevention. 2. Provide direct assistance to students as directed by the classroom teacher. 3. Work with students in small groups or individually with learning activities. 4. As required by the IEP of a special education child in the District, perform duties such as, but not limited to, toileting assistance, diapering, dressing, feeding and such medical procedures for which proper training will be provided. 5. Supervise and assist students in all areas of the district property and occasionally on field trips. 6. Supervise and provide appropriate discipline in accordance with school policy and procedures. 7. Report discipline problems and concerns through procedures set by the building Principal. 8. Provide assistance to injured children following prescribed measures. 9. Maintain confidentiality regarding students, student's records, parents, staff and any other school-related issues. 10. Work cooperatively with the staff and District in fulfilling the District's vision. 11. Promote a positive image of the district at all times.
Other Assigned Responsibilities	Other duties as assigned by the administration and/or classroom teacher.
Evaluation	The principals and assigned classroom teacher will evaluate the para educator annually.