

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Substitute Para Educator

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: At-Will

Qualifications:

1. Is at least 20 years of age; and
2. High School Diploma or GED

Terms of Employment:

- Schedule by phone or online as needed

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assist certified staff members for the purpose of supporting, implementing and developing students lesson plans, daily living skills, social skills and adaption of curriculum under the directive of the classroom teacher.
2. Maintain a high level of ethical behavior and confidentiality of information about students with Individualized Education Program (IEP).
3. Monitor and assist student daily activities (playground, classroom equipment, field trips, assist other personnel as deemed necessary) for the purpose of maintaining a safe and positive learning environment.
4. Collaborate with teacher, parents, community agency personnel for the purpose of reporting progress and the implementation of the student's Individualized Education Program objectives.
5. Perform basic functions (copying necessary materials within copyright regulations, maintain student file, assist with yearend inventory), perform basic arithmetic calculations, operate standard office equipment and have both good written and verbal communication.
6. Provide accommodations per individual student needs as needed on district and/or state assessments.
7. Ability to perform non-medical duties such as general cleaning, grooming, diapering, feeding and lifting 50 pounds or less with or without accommodations, if required.

8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.