

Anoka Hennepin Independent School District #11 Position Standard

Paraeducator - Secondary

Secondary paras assist and support students and teachers in classrooms at the high school and middle school levels with various instructional and supportive tasks.

Essential Functions may include, but are not limited to the following (for all Secondary Paras):

- **Assist and support students and teachers in specific departments.** Under the direction of the teacher/administrator, assist students individually or in groups, with lesson assignments to present or reinforce learning concepts. (*Departments may include: English, Math Music, Science, Health, Social Studies, Foreign Language, IT, Art, Drivers Ed, Phy Ed, Technology Departments, Alternative Programs, Modified Learning Center, Family & Consumer Science Dept Shopper, etc.*)
- **Audio/Visual** – Assist students and staff with audio/visual equipment.
- **Guidance Dept / Counseling Dept / Planning Center** – Assist students with registration, schedules, career placement, obtain homework for students who are absent, etc.
- **Hall Supervision / Cafeteria Supervision** – Supervise students in and around school grounds, halls, and during the passing lunch times.
- **In-School Suspension Supervision** – Work with teachers, students and parents to ensure that students assigned to ISS use their time productively while accomplishing academic requirements and meeting behavioral expectations.
- **Copy Room / Mailroom** – Operate high volume copy machine – copy classroom materials for teachers and copy requests from staff; mail distribution.
- **Media Center** – Assist students, staff and Media Generalist with accessibility of Media Center materials and services, including assistance with shelving, mending and inventory of books; circulation desk; check in & out media materials; media computer lab assistance; supervision of students.
- **Study Hall / Independent Study Supervision** – Supervise and support struggling students in structured study hall.
- **Testing Support** – Assist with coordination of standardized student testing.
- Perform other duties as assigned.

Minimum Qualifications (for all Secondary 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.

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Minimum Qualifications (continued):

- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Physical Factors (for all Secondary 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.