

Anoka Hennepin Independent School District #11 Position Standard

Paraeducator – High Qualified Elementary

Highly Qualified Elementary paraeducators assist and support students and teachers at the elementary levels with various instructional tasks. These could include any of the following areas; lunchroom, playground supervision, preptime, behavior support rooms, media center, copy room, classroom assistance, or computer lab.

Essential Functions may include the following (for all Highly Qualified Elementary Paras):

- Under the direction of the teacher/administrator, assist students individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Support students in the behavior/skills room. Assist in supporting students who may be in distress, and support fostering and reinforcing positive social, emotional, and behavioral skills.
- Prepare and maintain student records and reports, media inventory, filing, and supporting various technology resources.
- Supervise areas where students gather such as hallways, classrooms, playgrounds, bus areas, and lunchroom.
- Perform other duties as assigned.

Minimum Qualifications (for all Highly Qualified Elementary Paras):

- High School Diploma or equivalent.
- Must be physically working in the building.
- Candidates must have completed at least two (2) years of study at an institute of higher education or obtained an associate's degree (or higher) or have successfully passed the ParaPro test. (Documentation will be required.)
- 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 (for all Highly Qualified Elementary 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.