

# Anoka Hennepin Independent School District #11

## Position Standard

### **Paraeducator - Supplemental Programs**

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Supplemental Programs provides additional support to specifically identified students in order to help them achieve academic proficiency at their grade level. State and Federal funded programs include:

- Title Program: Provides supplemental academic interventions to help students become proficient in grade level reading and math.
- AVID Program (Advancement Via Individual Determination): Targets and prepares academically average students for college eligibility and success.
- KIP (Kindergarten Intervention Program): Provides math and reading strategies to Kindergarten students.
- Targeted Services Program: Provides academic services to at-risk students in grades K-8 to complement current school programming during extended day - before or after school programs, and extended year programs.

#### **Essential Functions may include the following\*:**

- Under the direction of the teacher/administrator, assist students individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Prepare and maintain student records and reports, media inventory, filing, operates copy machine and/or AV equipment, test correcting.
- Operate learning aids such as film and slide projectors, televisions, video equipment.
- Supervise areas where students gather such as hallways, classrooms, playgrounds, bus areas, and lunchrooms.
- Perform other duties as assigned.

*\* Specific position duties may be listed for Supplemental Programs Paras as each position is posted.*

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- 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.

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### **Physical Factors 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.