

Anoka Hennepin Independent School District #11

Position Standard

Paraeducator – Highly Qualified Supplemental Programs

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.
- 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.

Paraeducator – Highly Qualified Supplemental Programs

Minimum Qualifications (continued):

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

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.