

## **ROLES & RESPONSIBILITIES OF PARAEDUCATORS**

Paraeducators who work with students with disabilities in inclusive settings have a variety of roles depending on the unique need of the students with whom they work with. It is important to note that paraeducator roles are subject to state and local regulations and policies; **therefore examples listed below may not pertain to all paraeducators.** Examples of paraeducator roles in five main areas include but are not limited to the following:

### **Implementation of teacher-planned instruction**

- Implementing instructional plans created by a case manager, teacher or supervisor under the direct supervision of such a person
- Monitoring and providing assistance to students during classroom activities
- Supporting students using instructional modification for lessons prepared by the classroom teacher
- Assist students to compose original work (stories, essays, reports, projects)
- Checking for work completion
- Re-teach/reinforce instructional concepts introduced by teachers to small groups or individual students
- Communication with team members about a student's program
- Attending student meeting, when requested by supervisor
- Recording and charting academic and behavior data collection
- Preparing instructional materials; and
- Meeting regularly (weekly) with the supervising case manager

### **Clerical and general duties**

- Provide accurate and timely information about the student to those who have the right to know (e.g. team members)
- Abide by school district policies, school rules, and team standards in all areas
- Maintain composure / emotional control while working with students
- Demonstrate punctuality, good attendance, and report absences as directed
- Protect the privacy and dignity of school staff members, team members, co-workers, other adults in the school
- Request direction, instruction, or guidance for new or unfamiliar tasks
- Engage in mature conflict management steps / processes
- Use appropriate communication and actions in adult-adult interactions
- Participate in school wide growth and development activities as specified
- Adapt materials / equipment as specified for particular student
- Maintaining daily logs
- Maintaining records
- Medicaid Paperwork

## **Supervision of students**

- Provide guided study halls
- Enforce class and school rules
- At lunchtime
- At playground and recess
- As they arrive and depart buses
- In transition between classes.

## **Behavioral and social support**

- Implement and reinforce behavioral management plans developed by the teacher or team
- Communicating with team members about a student's program and behaviors
- Teach appropriate social behaviors in common areas
- Maintain a professional level of interaction with students
- Facilitate students' active participation in cooperative groups

## **Supporting individual student needs**

- Assisting with individualized student plans in the community learning settings
- Help students use computers
- Respect the dignity of every child at all times
- Assisting with personal care, including feeding, toileting, and hygiene support
- Assisting students with unique motor or mobility needs
- Assisting students with unique sensory needs