

# Diocese of Sioux City

## Position Description

**Job Title:** Para Educator

**FLSA Status:** Non-exempt

**Department:** Education

**Hours /Week:** 20-40 hours/week

**Reports to:** Principal

**Created:** April 2022

**Primary Purpose:** To help with teaching responsibilities, administrative tasks, and supervision of children

### **Essential Functions:**

1. Assist teacher in planning daily activities in accordance with the curriculum
2. Assist classroom teacher with academic instruction based on guidelines and procedures
3. Provide clerical and administrative support to teachers and professionals
4. Monitor and manage children particularly those with specific needs
5. Prepare educational materials and instructions for daily programs
6. Ensure a clean and safe classroom at all times
7. Perform additional tasks as required by the job and other duties as assigned

**Collaborative Relationships:** Interacts extensively with the following positions:

- Parents & Parent organizations
- Teachers, staff, and educational colleagues

### **Supervisory Responsibilities:**

No supervisory responsibility.

### **Knowledge, Skills, Experience Required or Preferred:**

High school diploma or GED. Previous work with in an educational environment strongly preferred. Excellence in handling and managing children. Self motivated individual with a positive and encouraging attitude and a passion for the education system. Additional certification in special education or child development desired. Exceptional verbal and communication skills. Strong presentation and reporting skills. Great interpersonal and social skills. Must be able to obtain a safe environment certification and pass a background check.

**Physical and Cognitive Requirements:**

Active work: the physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. While performing this job the staff member must be able to:

- Sit, stand and walk for required periods of time within the classroom and school
- Speak, hear, and communicate effectively both verbally and in writing using proper grammar and vocabulary
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls; some light lifting may be required

Duties may require travel and attendance at evening and/or weekend meetings.

Although work is performed primarily under inside environmental conditions, the required travel may result in temporary exposure to outside environmental conditions.

Regular driving and valid driver's license are required. Duties require a wide range of intellectual and practical problem-solving skills and comprehension of complex concepts.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)