

DIOCESE OF YAKIMA ST. PAUL CATHEDRAL SCHOOL

Position Description

JOB TITLE: Para-Educators

DEPT/ PROGRAM St. Paul Cathedral School, Yakima

TITLE OF SUPERVISOR: Heather Remillard

POSITON CLASSIFICATION: By Contract

DATE PREPARED: April 2017

DATE REVISED:

APPROVED BY: _____
Principal

POSITION SUMMARY

The Para-Educator is responsible not only for creating a positive and educational experience, but also for doing so in full compliance with the Diocese of Yakima standards, policies and procedures and the common core standards. The Para-Educator will be dedicated in the development and engagement of interactive and fun activities for children to help support their social, emotional, physical and academic growth.

MAJOR RESPONSIBILITIES:

The following are essential duties associated with the position of a Para-Educator:

I. Primary Function

TASKS

1. Provide a welcoming and friendly reading room classroom environment for all children, parents and visitors.
2. Manage effective classroom transitions
3. Assist and supervise children during recess and lunch.
 - Each Para-Educator provide school supervision for the following: playground supervision, lunch duty, hallways, before school supervision, after school parking lot and any other duties assigned by the administration. The Pare-Educator should be prompt and should give undivided attention to the children. Supervision includes responsibility for discipline procedures.

4. Assist teachers or administration in any other duties as assigned
5. Ensure that the appearance, cleanliness and safe environment of reading room and school is appropriately maintained
6. Accurately complete all paperwork, such as daily reports, accident reports, data keeping and tracking
7. Follow all classroom regulations for the safety and educational success of the children
8. Attend all staff meetings, Mass, conferences if requested by the teacher or administration, trainings and school events as requested
9. Provide support and direction to the assistant teachers to ensure a productivity
10. Present a positive and professional image at all times and adhere to student uniform requirements
11. Communicate with parents in a friendly and effective manner, including greeting them by name, addressing concerns.
12. Maintain open and effective communication with administration and teachers
13. Maintain professional attitudes and loyalty to the school; following the school's code of conduct.
14. Maintain confidentiality regarding families, students and school employees in and outside of the school.

WORK SCHEDULE:

The normal work schedule is 7 hours per day 5 days per week with exact schedules determined by the Principal. It is the attendance standard of the Diocese of Yakima for all employees to be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

PHYSICAL REQUIREMENTS:

1. Work is primarily performed in a classroom environment. Centers are dynamic with a high level of activity. Work may also be performed at community sites for field trips.
2. Incumbent must be able to lift 40 pounds
3. Stand up to 95% of the day
4. Assume postures in low level positions that best allow physical and visual contact with children
5. Must be able to sustain a high level of energy
6. Bend to perform various tasks numerous times throughout the day
7. Stoop, sit on the floor
8. Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
9. Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
10. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being. Both indoor and outdoor environment are typically found in a Pre-School classroom. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
11. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well being
12. Must be able to excel in an ambiguous and continuously changing, competitive environment

- 13. Incumbent will need to be flexible and be able to respond quickly and appropriately to changing situations
- 14. Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

NON-PHYSICAL REQUIREMENTS:

I. Education:

II. Experience:

- 1. 1+ years experience working as a Para-Educator

III. Special Skills:

- 1. Able to maintain confidentiality
- 2. Excellent organizational skills required
- 2. Able to maintain a positive, team-oriented work attitude
- 3. Able to cooperatively work with other school staff
- 4. CRP and First Aid Certification or willingness to obtain desired
- 5. Valid driver’s license, clean driving record

ACKNOWLEDGEMENT

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS “AT WILL” AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE.

Signature of Employee

Date

Signature of Supervisor

Date

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I

of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.