

Section 400 - Personnel
Employees Job Descriptions
Para Educators

File: 405.19 – R1

Para Educators will be assigned, supervised, and evaluated by the respective building principals, or by a person designated by the superintendent of schools, and their duties shall include, but not be limited to, the following:

1. Supervising students both within the building and at recess;
2. Assisting teachers in preparing instructional materials and room preparation;
3. Tutoring and small group instruction as directed and supervised by a teacher;
4. Maintaining confidentiality of sensitive information related to staff, students, and parents;
5. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors;
6. Maintaining consistent attendance for the benefit of the students;
7. Facilitating Medicaid eligibility determination;
8. Assisting with transportation related activities in support of Medicaid covered services;
9. Translation related to Medicaid services;
10. Program planning, policy development, and interagency coordination related to Medicaid services;
11. Medicaid related training;
12. Referral, coordination and monitoring of Medicaid services;
13. Performing other duties as assigned.