



Job Title: Elementary Para Educator	Reports to: Lead educator/Elementary SLP/Director of Elementary
Department: Instructional	Fair Labor Standards Act (FLSA): Non-Exempt

**Position Overview:**

Elementary Para Educator in a language based classroom that is designed to facilitate and integrate communication development into all areas of the curriculum. Functions as a member of a child’s instructional team and provides support to the primary case manager and classroom speech language pathologist.

**Essential Duties and Responsibilities:**

- Prepares materials needed for instructional activities.
- Prepares the classroom area daily for instruction, including set up and clean up.
- Leads small and large group lessons utilizing the schools adopted curriculum as guided by the classroom teacher/speech language pathologist.
- Assists lead teacher/speech language pathologist in curriculum assessment on a regular basis.
- Understands and implements therapy goals and strategies for each student as guided by the classroom teacher/speech language pathologist.
- Provides classroom and behavior management support and individual student behavior plans as guided by the classroom teacher/speech language pathologist.
- Supports instruction through the integrated fine arts and sciences program and nature education.
- Collaborates with teachers from various disciplines to promote a child’s development in all areas. Participates in collaborative consultation team meetings as needed.
- Maintains daily attendance, semi annual conference minutes, and filing.
- May lead the class when the teacher/speech language pathologist is absent.
- Fulfills professional development requirements as outlined by the school.
- Assists with morning and afternoon carpool.
- Attends an overnight camp in the spring if assigned to upper elementary program.
- Other duties as assigned.

**Competencies & Attributes:**

- Nurturing spirit
- Collaborative nature
- Ability to work with others and take initiative
- Willingness to learn about all areas of child development including academics
- Sound judgment
- Organized with strong time management skills
- Strong oral communication
- Flexible and creative thinker
- Dependable

**Education/Experience:**

High school diploma or general education degree (GED); or six months to two years related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

No certificates needed.

**Computer Skills:**

Proficient in MS Office applications, familiarity with Macintosh.