

## **Elementary Paraeducator at Treynor CSD (part-time)**

Treynor Community School District is seeking candidates to fill an open elementary paraeducator position.

### **Direct questions to:**

Dr. Joel Beyenhof  
Superintendent

712-487-3414

[jbeyenhof@treynorcardinals.org](mailto:jbeyenhof@treynorcardinals.org)

**Reports to:** Building Principal or Superintendent, as designated

### **QUALIFICATIONS:**

1. Interest in working with students.
2. Ability to take specific directions from staff.
3. Be open minded and demonstrate a willingness to learn new techniques working with students.
4. Caring and patient disposition.
5. Ability to keep confidentiality a priority.
6. Needs to have a sense of humor and not be judgmental.

### **PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS<sup>1</sup>:**

1. Supervise student(s) and the learning as requested by the special education and/or classroom teacher.
2. Help students master equipment or instructional materials assigned by the teacher.
3. Alert the teacher to any problem or special information about an individual student.
4. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
5. Administer, score, and record achievement and diagnostic tests as the teacher recommends for individual students.
6. Supervise students on the playground, in the lunchroom, and at the bus line.
7. Operate and care for equipment used in the classroom for instructional purposes.
8. Participate in professional learning training, as assigned.
9. Know and follow emergency procedures for the building and classrooms in the assigned building.
10. Perform other job-related duties as assigned.

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<sup>1</sup> The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job unless restricted by a negotiated contract.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to exert up to 50 pounds or more of force occasionally and/or up to 20 pounds of force or more as frequently as needed to move objects.
- Ability to sit in one position for a prolonged period of time.
- Ability to view computer screens or other monitoring devices for prolonged periods.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:**

- Days of service as specified in contract language.
- Salary established by the Board.
- A signed copy of this job description should be placed in the employee's personnel file.

**EVALUATION:** Performance of this job will be evaluated per contract language and/or in accordance with provisions of the board's policy or as needed.