

Position Description

Position Title: Para-Educator Classification III
Department: Special Education
Reports To: Building Principal
Term: 191 days; work schedule follows Professional Calendar

SUMMARY:

- Provide appropriate academic, behavioral and emotional support to students with disabilities or behavior problems, which could range from mild to severe. Duties are performed under the direction of the building principal, working collaboratively with the special education teacher and/or general education teacher, to help the student achieve the highest level of independent functioning possible when appropriate.
- Employees must successfully complete a district-provided orientation and training program and demonstrate competencies with health-related procedures (First Aid/CPR, feeding, toileting, diapering).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(These are included but not limited to) in the least restrictive environment:*

- Assist in the daily care and instruction of the assigned students, as directed and/or stated in the IEP.
- Assist in the implementation IEP goals and objectives.
- Assist in the planning of daily/weekly individual and group lessons based on IEP goals and objectives.
- Assist with the collection and maintenance of data for progress monitoring to monitor the IEP and determine program effectiveness.
- Review and reinforce skills taught by the special education or general education teacher.
- Assist students with use of computers and communication equipment related to their program.
- Assist with implementing the teaching of appropriate daily living skills, including personal hygiene, communications and classroom routines.
- Assist students with using the bathroom, eating, dressing, walking and other self help skills as required.
- Assist in transferring and/or positioning a student, if in a wheelchair, to floor and back; to and from toilet or to special equipment (stander, gate trainer, special chair, etc.) using either a Hoyer lift or 1-2 person lift.
- Perform duties such as locking and unlocking braces in order to facilitate changes in position.
- Conduct lesson reviews prior to tests.
- Assist students with teacher adapted tests.
- Check and support completion of assignment notebooks.
- Track homework and record grades as requested.
- Report student's academic performance and behavior to teacher.
- Facilitate student's use of teacher recommended instructional materials.
- Supervise students during assemblies and special programs.
- Practice effective safety and security within individual work routines.
- Attend team meetings and building committee meetings as required.
- Communicate schedules with nurses and/or personal care assistants to accommodate students' medical needs.
- Assist with other duties as requested by the building principal.
- Perform duties in accordance with contract.

SUPERVISORY RESPONSIBILITIES

Supervise students under teacher guidance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or Able required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); previous experience working with children; Current criminal record and child abuse clearances required. Preferred qualifications include: First Aid/CPR training; experiences working with children with special needs.

LANGUAGE SKILLS

Able to read and comprehend simple instructions. Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to students, parents and other employees of the school district.

COMPUTER SKILLS

Able to use utilize a computer while assisting students in an educational setting.

MATHEMATICAL SKILLS

Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Able to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Able to de-escalate agitated students; or physically restrain them if necessary, used appropriate techniques, as demonstrated through district training.

OTHER SKILLS and ABILITIES

Able to work with special needs children. Able to develop effective working relationships with students, staff and the school community. Able to communicate clearly and concisely, both orally and in writing. Able to perform duties with awareness of all district requirements and school district policies.

CONFIDENTIALITY

Respect and maintain the confidentiality of student records, personal communication and family background at all times.

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. Physically able to perform job responsibilities, including able to lift and handle at least 40 lbs. on a regular basis and at least 50 lbs. on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee may be exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) And is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.