

Special Education Para Educator II

Purpose Statement

The job of Special Education Para Educator II is done for the purpose/s of assisting in the supervision, care, and instructing of special needs students in programs such as: Learning through Intensive Functional Teaching (LIFT) for students with diagnosis of autism or other severe disabilities; and/or Intensive Resource (IR) for students with intellectual and/or multiple disabilities; and/or Navigators (NAV) for students with social, behavioral, and/or anxiety needs which may relate to an autism spectrum disorder; and/or Social Emotional Resources (SER) for students who exhibit challenging behavior related to their disability.

The job of a Special Education Para Educator II is done for the purpose of assisting in the implementation of and monitoring of intensive instructional programs; assisting students by meeting special health care needs and developing students' daily living and behavioral skills; providing information to appropriate school personnel; and performing classroom clerical tasks.

Essential Functions

- Adapts, modifies, and provides accommodations of classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of providing and opportunity for special education students to actively participate in classroom activities.
- Aids students in and out of the classroom (e.g. packing backpacks, note taking, relationship building, field trips, social skills, etc.) for the purpose of providing assistance to students' needs and social growth.
- Assists students requiring support in addressing personal care needs due to medical condition and/or physical limitations (e.g. diaper changing, lavatory, hand washing, nutritional, etc.) for the purpose of allowing students to function in the school environment.
- Assists students, when necessary, with medical and/or nurse designated procedures (e.g. tube feeding, tracheotomy suctioning, diapering, seizure protocol, etc.) for the purpose of providing appropriate care for medically fragile students.
- Attends meetings and in-service presentations (e.g. education strategies, specific disability education, medical training, etc.) for the purpose of acquiring and/or conveying information relative to job functions to meet established annual State requirements.
- Collaborates with staff for the purpose of providing necessary support and information related to the student's progress as established in their Individual Educational Program.
- Implements behavioral plans for students as designed by the IEP team for the purpose of assisting in meeting special education students' needs and providing a consistent environment under the direction of certified staff.
- Implements specially designed classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of providing an opportunity for the special education students to actively participate in classroom activities.
- Implements educational and behavioral programming under the supervision of the classroom certified staff for the purpose of developing new skills for students.

- Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of meeting Individual Educational Program goals under the direction of certified staff.
- Maintains instructional materials and data sheets for the purpose of ensuring availability of instructional materials and/or providing reliable information regarding student progress.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, fire drills, assemblies, cafeteria, parking lots, etc.) for the purpose of providing a safe and positive environment conducive to learning.
- Performs various administrative support and record keeping functions for the purpose of providing documentation in conformance with established State and Federal program standards.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/ behavior; and safe handling of blood-borne pathogens and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

8/28/2017

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2/13/2024

Salary Grade

INST 13