

SPECIAL UNIT PARAPROFESSIONAL**Qualifications:**

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 ability required.

1. High School Diploma or equivalent.
2. Applicant must have 32 college credits OR ETS Para Assessment Test with a passing score of 460 or higher.
3. CNA qualification is preferred.
4. Demonstrated interest in children and education.
5. Evidence of emotional maturity and stability necessary for the specialized work involved.
6. Demonstrated aptitude for the work to be performed.
7. Able to work one-on-one with physically disabled students and/or provide support to small groups of students which may include lifting physically impaired students as needed.
8. Previous experience preferred, but not mandatory.
9. Must be able to complete data collection on student goals and complete Medicaid note taking and billing processes as directed.
10. Pass a criminal history background check.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Special Education Director or Building Principal

Supervises: N/A

Job Goals:

Special Unit Paraprofessionals hired through special services are assigned as employees of Special Services and may be assigned to several different programs throughout the district as determined by Special Services and the needs of the district's current enrollment in special education programs. Special Unit Paraprofessionals hired by the building principal, are assigned to work in that building's program and will be considered an employee of that building. All programs involve students with intensive needs and may have a combination of academic, medical, or behavioral support needs. The employee's main focus will be providing support to their assigned program with the specific responsibility of assisting in the supervision, care and instruction of students with special needs.

Essential Duties and Responsibilities:

1. Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
2. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
3. Assists special education students requiring daily care (toileting, diapering, feeding, etc.) for the purpose of providing appropriate care and/or developing children's daily living activities and behavioral skills.

Equal Opportunity Employer

4. Confers with teacher, administration, therapists, and may as directed participate in team meetings for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
5. Implements academic instruction assigned by a teacher for individuals or small groups for the purpose of meeting learning goals.
6. Implements behavioral plans assigned by an IEP team for students with behavior disorders for the purpose of meeting special education students needs and providing a consistent environment.
7. Monitors and assists special education students in the classroom, restroom, playground, community outings, specialized transportation, etc. for the purpose of ensuring the safety of assigned students.
8. Performs record keeping (daily data on instruction and/or behavior) and clerical functions for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
9. Provides direct instructional services to students under the supervision of a certified staff member for the purpose of implementing IEP goals.
10. Provides verbal and/or written feedback of observations for the purpose of assisting certified personnel in evaluating students.
11. Responds to emergency situations for the purpose of resolving immediate safety concerns.
12. Maintains the same high level of ethical behavior and confidentiality of student information as is expected of fully certified teachers in accordance with the Idaho code of educator ethics.
13. Has regular and predictable attendance.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be up to 7 hours per day; up to 177 days per year. Work hours to be determined by the Special Education Director or building principal. Salary placement to be determined by the Paraprofessional & Aide Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by Special Services in accordance with the Board's policy on the evaluation of classified personnel.

Physical Demands/Work Environment:

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 speak and hear, sit, have sufficient hand, arm, and finger dexterity, reach with hands and arms, stand, walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move at least 25 pounds, and may on occasion, be required to lift heavier weights with assistance.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. The employee will be exposed to outdoor weather conditions.

Reviewed / Revised: 07/17
02/25

NOTES:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance