



**JOB TITLE: PARAEDUCATOR- Special Education (K-12)**

**Reports to:** Special Education Teacher

**Supervises:** NA

**Qualifications:**

- High School Diploma or equivalent

**Evaluated by:** Building Principal

**Job Goal:** *As key service providers who work under the supervision of licensed educators in a variety of educational settings, paraeducators contribute to the social, emotional, and intellectual growth of children and youth.*

**Date Revised:** 10/19/2022

**ESSENTIAL JOB DUTIES**

- 1. Support a safe, positive teaching and learning environment and assist in the development of student skills through:**
  - a. Assisting teachers with maintaining inclusive, learner-centered environments;
  - b. Facilitating inclusion of students with disabilities into general education settings;
  - c. Assisting arriving/departing students by meeting busses or supervising entries/exits and while on school grounds;
  - d. Supervising students during breakfast/lunch/recess;
  - e. Monitoring/escorting students during hall passing periods and to/from general education settings;
  - f. Assisting students with health or behavioral needs (including feeding, toileting, self-care, positioning, utilizing wheelchairs/standers, daily living skills, and preventing/teaching/reinforcing positive behaviors);
  - g. Implementing Individualized Health Plans (IHP's), Behavior Intervention Plans (BIP's), and Individualized Education Plans (IEP's) when trained by appropriate personnel (Nurses/Physical Therapists/SE Teachers, etc...);
  - h. Modeling, prompting, and reinforcing skills for adaptive behavior/physical/health/academic/communication/assistive technology/behavior needs in general and special education settings (teachers should provide initial instruction for all skills);
  - i. Providing accommodations and modifications as designated in each child's IEP (teachers should modify curriculum content);
  - j. Demonstrating positive relationships with students; motivating and encouraging them to perform at their highest levels of achievement;



- k. Collecting and providing formal and informal data whether for IEP goals, BIP's, IHP's, or Medicaid reimbursement;
  - l. Copying/ordering/arranging/gathering materials as directed;
  - m. Arranging, maintaining and promoting a healthy physical and emotional environment for each student as assigned.
- 2. Establish positive and productive relationships through:**
  - a. Establishing a positive rapport with students, staff, and families;
  - b. Consulting/collaborating with teachers, nurses, colleagues, or other professionals as directed;
  - c. Positively interacting with others to offer suggestions/ideas, problem solve and find solutions for students' needs, seeking clarification when necessary;
  - d. Maintaining composure and professionalism at all times;
  - e. Assisting students in self-advocating for their needs and helping them become as independent as possible;
  - f. Communicating with parents or extended families only when directed by licensed staff, referring questions from the family/community to appropriate channels.
- 3. Integrate effective technology use to support student learning through:**
  - a. Using high and low technology methods and equipment to facilitate learning and independence for all students;
  - b. Utilizing technology to implement job duties such as email, recording data, providing student accommodations;;
  - c. Utilizing technology and equipment needed to ensure student health or mobility.
- 4. Practice ethical and professional standards of conduct on an ongoing basis by:**
  - a. Following district expectations as outlined in CCSD's Classified Handbook;
  - b. Practicing the standards of ethical conduct expected by all district employees;
  - c. Modeling life-long learning through participation in professional/college/in-service opportunities.
- 5. Perform other duties as assigned.**

#### **WORK ENVIRONMENT & CONDITIONS:**

- Must be able to comprehend and relay information verbally and through writing;
- Must be able to learn and perform the essential functions of the position;
- Must be able to lift at least 20 lbs.;
- Must be able to navigate within cold/hot indoor/outdoor settings, and be able to push/pull and use/ability to move entire body to climb, lift, balance, walk, stoop, bend, twist and bend.
- Must be able to work in an ever-changing environment with flexibility, positive attitude, and growth-mindset;
- Must be able to work courteously and cooperatively with others (students, colleagues, & community) regardless of: race, color, national origin/ancestry, sex, disability, age, sexual orientation, gender identity, creed, religion, socioeconomic status, marital or familial status, physical attributes, physical or mental ability, political preference or beliefs.