



CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

Job Title: Shared Visions Early Learning Paraeducator

Qualifications (any bulleted point option is acceptable):

- Hold an AA degree;
- Have 60 college credit hours past high school;
- Hold a current Paraeducator Certificate from the Iowa Department of Licensure/Child Development Associate credential (CDA required);
- Can be actively pursuing any of the above options but must be enrolled in and complete at least one course per semester.

Reports To: Early Learning Teacher and/or Student Services Director

Position Summary

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.

Essential Duties & Functions (but not limited to)

- **Support a safe, positive teaching and learning environment and assist in the development of student skills through:**
 - Assisting teachers with maintaining inclusive, learner-centered environments;
 - Facilitating inclusion of students with disabilities into general education settings;
 - Assisting arriving/departing students by meeting busses or supervising entries/exits and while on school grounds;
 - Supervising students during breakfast/lunch/recess/nap;
 - Monitoring/escorting students in all settings by sight and sound;
 - Assisting students with health or behavioral needs (including feeding, toileting and/or diapering, self-care, positioning, utilizing wheelchairs/standers, daily living skills, and preventing/teaching/reinforcing positive behaviors);
 - 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...);
 - 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);
 - Providing accommodations and modifications as designated in each child's IEP (teachers should modify curriculum content);
 - Demonstrating positive relationships with students, motivating and encouraging them to perform at their highest levels of achievement;
 - Collecting and providing formal and informal data whether for GOLD, IEP goals, BIP's, IHP's, or Medicaid reimbursement;
 - Copying/ordering/arranging/gathering materials as directed;
 - Arranging, maintaining and promoting a healthy physical and emotional environment for each student as assigned.

- **Establish positive and productive relationships through:**
 - Establishing a positive rapport with students, staff, and families;
 - Consulting/collaborating with teachers, nurses, colleagues, or other professionals as directed;
 - Positively interacting with others to offer suggestions/ideas, problem solve and find solutions for students' needs, seeking clarification when necessary;
 - Maintaining composure and professionalism at all times;
 - Assisting students in self-advocating for their needs and helping them become as independent as possible;
 - Communicating with parents or extended families only when directed by licensed staff, referring questions from the family/community to appropriate channels.
- **Integrate effective technology use to support student learning through:**
 - Using high and low technology methods and equipment to facilitate learning and independence for all students;
 - Utilizing technology to implement job duties such as email, recording data, providing student accommodations;
 - Utilizing technology and equipment needed to ensure student health or mobility.

Additional Responsibilities

- **Practice ethical and professional standards of conduct on an ongoing basis by:**
 - Following district expectations as outlined in CCSD's Classified Handbook;
 - Practicing the standards of ethical conduct expected by all district employees;
 - Modeling life-long learning through participation in professional/college/in-service opportunities.
- Participate in appropriate professional activities.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Must be able to engage in professional development and obtain certifications as directed, ongoing and within the first 90 days of employment or as designated by state legislation/district expectations or policies. Certifications required (not an exhaustive list) include: CPI, Pediatric First Aid and CPR, Mandatory Reporter: Child Abuse, Restraint & Seclusion, and Iowa Test Security.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

Minimum Qualifications

Education (any option is acceptable):

- Hold an AA degree;
- Have 60 college credit hours past high school;
- Hold a current Paraeducator Certificate from the Iowa Department of Licensure/Child Development Associate credential (CDA required of the two options);
- Be actively enrolled in course work that leads to any of the above certification bullet points.

Working 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 complete tasks independently and within a reasonable amount of time;
- Must be able to lift at least 40 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, fast-paced environment with flexibility, positive attitude, and growth-mindset.

Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, and sexual orientation in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties 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 the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

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