Douglas County School District
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JOB DESCRIPTION

TITLE:	PARA-EDUCATOR II – SPECIAL EDUCATION
REPORTS TO:	SITE ADMINISTRATION
TERMS OF EMPLOYMENT:	9-MONTHS (NOT FEWER THAN 175 DAYS)
SALARY RANGE: CLASSIFIED SALARY SCHEDULE 13-B	$18.69 - $27.85 EMPLOYER/EMPLOYEE PAID $15.72 - $23.46 EMPLOYER PAID PERS
BENEFITS:	Nevada State Public Employees Retirement System (PERS) – 20+ HRS. PER WEEK Employer paid Medical, Dental, Vision and Life Insurance – 25+ HRS. PER WEEK No State Tax
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

Under the guidance of site administration and a certificated teacher(s), works with individual and/or small groups of students in the supervision and instruction of students in the general education classroom, in a self-contained classroom, or the community; assisting students by modeling the necessary skills to perform assignments; follow educational and specific behavioral plans; modeling appropriate behaviors and interactions with students and staff; and assisting student(s) by providing for special health care needs. Employees in this job classification will receive a variety of assignments including classroom support, lunchroom, playground, etc.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- ★ Communicates with teachers and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- ★ Implements, under the supervision of the supervising teacher, instructional programs and lesson plans (e.g. reading, math, language comprehension, writing, computer, etc.) for the purpose of reviewing and/or reinforcing learning concepts.
- ★ Maintains classroom equipment and work area for the purpose of ensuring availability of a safe learning environment and/or meeting mandated requirements.
- ★ Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment.

- Promotes good student habits and student independence for the purpose of improving the quality of student outcomes.
- Under the supervision of assigned teacher, reviews and revises instruction to students in a variety of individual and group activities (e.g. self-esteem, behavioral skills, daily living skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring student's success.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task time, etc.) for the purpose of completing daily logs and student's hourly activities.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders (including approved physical restrain techniques) or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Models conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Monitors students' daily schedule and behavior plan (e.g. class schedule, toileting, medication, appetite, etc.) for the purpose of maintaining a safe and positive learning environment.
- Communicates with supervising instructional staff, professional support personnel, directs parents to teacher for any communication regarding students for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Responds to emergency situations (e.g. injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Administers basic first aid, medical assistance, escorts students to health care professionals for medication specialized physical health care services as instructed by a health care professional (e.g. seizures, toileting, self-help, hygiene, medication, etc.) for the purpose of meeting health care needs as defined by the IEP.
- Assists medically fragile or other students with a disability (e.g. in/out of wheelchair, positing students, toilet training, diapering, bathing, grooming, etc.) for the purpose of maintaining students' personal hygiene.
- As requested, attends meetings and in-service training (e.g. first aid, CPR, emergency procedures, Crisis Prevention Intervention (CPI), etc.) for the purpose of acquiring and/or conveying information relative to job functions.

NON-ESSENTIAL FUNCTIONS

- Assists in finding supports appropriate to aid students for the purpose of finding a path to independence.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

WORK CONTACTS

Frequent contact with certificated personnel, students, and other District personnel. Limited contact with parents.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Basic math, including calculations using fractions, percents, and/or ratios; concepts of grammar and punctuation; reading fluency and comprehension, age appropriate activities; health and safety standards; oral and written communication skills, using correct English grammar, spelling, punctuation, and math.

SKILL IN

Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions; adhere to safety practices; operate standard office equipment including using pertinent software applications; maintain and protect sensitive confidential information encountered in the course of work; display knowledge of principles and practices of general child behavior intervention techniques; display knowledge of federal and state laws, school district regulations, procedures, and practices related to general and special education; display knowledge of standard office practices and procedures, including the filing and the operation of standard office equipment.

ABILITY TO

- Prepare and maintain accurate records.
- Maintain and protect sensitive confidential information encountered in the course of work.
- Participate in physical activities which are part of the students' basic program.
- Gather and/or collate data.
- Use basic, job-related equipment.
- Demonstrate flexibility in working with others in a variety of circumstances.
- Work with data utilizing defined but different processes.
- Operate equipment using standardized methods.
- Work with a wide diversity of individuals.
- Work with a variety of data.
- Utilize a variety of job-related equipment.
- Problem solve to identify issues and create action plans.
- Adapt to changing work priorities.
- Communicating with diverse groups.
- Work with constant interruptions.
- Provide sensitive customer services to students who are emotionally/behaviorally disabled, violent, and verbally aggressive.
- Maintain accurate student records.
- Display courtesy and tact in all interactions through the course of work.
- Follow oral and written instructions.
- Pay close attention to detail.
- Exercise independence, judgment, and problem-solving skills.
- Meet deadlines.
- Appropriately handle stress and interact with others.
- Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed in accordance with established procedures under the guidance of the special education teacher and general supervision of the site administrator. The site administrator shall at least annually evaluate the special education aide.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work is performed under the following conditions:

- Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES [ ] NO [X]

ACCEPTABLE EXPERIENCE AND TRAINING

1. High school graduation or equivalent; and
2. Be able to become and maintain CPR and CPI certified; and
3. Be "Highly Qualified" by meeting one of the following criteria; and
    1. Associates Degree
    2. 48 College/University Credits
    3. A Passing Score on the Para-Professional Assessment.

Some experience providing academic and physical assistance to special students is preferred.

A Licensed CNA would meet the experience and training necessary.

LICENSES/CERTIFICATES

Possession of or ability to obtain a valid Nevada Driver's License. Experience working with special needs children is highly desirable. Some positions may desire the ability to sign and use sign language.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.

- In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources
1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____ Date: _____