

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Magnifying Abilities Paraprofessional	Department: Community Education
Reports to: Magnifying Abilities Specialist	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-4	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 4	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Provide assistance to participants in the Magnifying Abilities program.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility <i>Provide supervision and assistance to the participants of the Magnifying Abilities Activities & Classes within District 112 and throughout locations in Carver and Scott counties.</i>
Percent of Time:	90%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises and assists participants in all aspects of the activities
- Monitors and maintains in a controlled environment participant behavior
- Works with participants in functional living skills, community and recreational environments
- Participates in specific training of behavior expectations

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Provide transportation (drive district vehicle) for participants to and from activities.</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Knowledge of Carver and Scott County area
- Maintains chosen schedule
- Assists participants in loading and unloading vehicle as needed
- Ability to deal with situations as they arise

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Organizational skills
- Regular attendance for chosen dates
- Patience
- Experience in working with participants with disabilities
- Personal dependability
- Attention to detail
- Group facilitation skills
- Ability to follow directions
- Ability to communicate effectively with adults with disabilities
- Ability to provide written feedback on activity outcomes
- Flexibility and ability to work with a variety of teachers and provider staff
- Knowledge of and experience with adults with disabilities
- Accurate recording of observations
- Willingness to learn about a range of disabilities
- Confidentiality rights of participants
- Ability to work one-on-one with participants with behavior challenges
- Ability to problem solve
- Promptness
- Knowledge and ability to use e-mail in order to correspond with Magnifying Abilities Specialist and Staff
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- If needed, is able to meet state requirements to be certified as a Type III school bus driver. (This will include a D.O.T. physical, a motor vehicle record check, a background check and a training and evaluation program.)

SECTION VI: EXPERIENCE REQUIREMENTS

- Training provided

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	O		O
Sitting	F	Up to 50 pounds	O		Toxic chemicals
Talking in person/on the phone	O	Up to 75 pounds	O	Moving parts	F
Pushing/Pulling	O	Up to 100 pounds	O	Electrical shock risk	N
Hearing	C	More than 100 pounds	O	Explosives	N
Feeling, grasping, finger dexterity	C	Noise Levels		Fumes	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Extreme cold (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme heat (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F
Stretching/reaching with hands & Arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	N	Sight	
Distinguishing smell	O			Vision for close work/ability to adjust focus	F
Distinguishing temperature	O			Looking at computer monitor	F
Traveling by automobile	C			Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.