

Job Title: Special Education Paraprofessional/Personal Aide
Department: Instruction
Reports to: Director of Special Education
Classification: Non-exempt

Summary

A Paraprofessional/Personal aide provides instructional and non-instructional services to students necessary for the student to access the district's facilities and programs. These services may include ambulatory, eating and toileting assistance.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position must:

- Assist individual or small groups of students with completing assignments given by teacher
- Assist students with disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning
- Assist students with physical care including feeding, bathroom needs, and personal hygiene
- Assist in managing the behavior of students
- Keep the teacher informed of any special needs or problems of individual students
- Maintain confidentiality of information about children and their families in accordance with Board policy and law
- Participate in staff development training programs, faculty meetings and special events as requested by administration
- Help supervise arrival and departure of students to which he or she is assigned.
- Follow instructions from teachers and administrators

Supervisory Duties

Supervise students at all times

Qualifications

Education: Associate degree or 60 hours of higher education

Certification: Valid Missouri Substitute Teaching Certificate

Skills and Abilities

Language

An individual who holds this position must have the ability to:

- Read and comprehend simple written and oral instructions, short correspondence and memos
- Write short correspondence and memos
- Communicate one on one and in small groups

Reasoning

An individual who holds this position must have the ability to:

- Understand and follow verbal and written instructions
- Occasionally solve problems involving concrete variables within standardized situations

Technology

Basic computer skills including word processing and data entry.

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 essential functions.

Physical Demands

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel

May have to use therapeutic restraint

Will regularly lift students

Must have both close and distance vision

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Other Requirements

Clearance on background check that is satisfactory to the Administration. Ability to supervise and evaluate over students. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Special Education Director. The Paraprofessional/Personal Aide will be considered for employment at the regular April meeting of the Board of Education, as per the recommendation of the Special Education Director.

Length of Contract

9 months

Type of Position

Non-Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The BOE is an equal opportunity employer.

Approved 06/24/2015
By Board of Education