

SPECIALIZED PROGRAM PARAEDUCATOR JOB DESCRIPTION

Purpose: The specialized program paraeducator assists the special education teacher in creating a positive and safe learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the specialized program paraeducator works with all team members to meet the physical health, behavioral, social, emotional and cognitive, as well as academic needs of students with severe and involved disabilities.

Responsible to: Principal, Assistant Director of Special Education, and Special Education Teacher

Payment Rate: According to the USD 231 Paraeducator Salary Schedule

Qualifications:

1. High School diploma or equivalent.
2. Health and Inoculation Certificate on file in the USD 231 District Office (after employment offer is made).
3. Clear criminal background check.
4. Clear motor vehicle background check.
5. Successful completion of agility test (after employment offer is made).

Essential Functions:

1. Assist in facilitating the personal, social, and intellectual development of students.
2. Assist in ensuring the safety and wellbeing of students with disabilities.
3. Assist in establishing a positive learning environment, and respond to the individual needs of students.
4. Ensure all activities conform to district guidelines.
5. Communicate effectively with all team members.
6. React to change productively and carry out all assigned duties.
7. Appropriately operate all classroom equipment.
8. Demonstrate effective interpersonal relationships with others.
9. Support the value of education.
10. Support the philosophy and mission of the school district.
11. Demonstrate regular attendance (see Classified Employee Handbook).
12. React positively to supervision and constructive feedback.

Physical Requirements/Environmental Conditions:

1. Work in multiple settings and travel to alternative locations, as necessary.
2. Work in noisy and crowded environments.
3. Work in both indoor and outdoor settings (year round).
4. Good physical agility which requires the following:
 - a. Frequent bending
 - b. Sitting

- c. Standing
 - d. Walking
 - e. Kneeling
 - f. Getting up and down off floor
 - g. Reaching
5. Physically block, move or restrain students.
 6. Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 40 pounds.
 7. Direct physical contact with students, including basic hygiene activities and physical assessment of students with possible exposure to bodily fluids.

General Responsibilities:

1. Assist in the instruction and supervision of students. This may involve supporting assignment completion, reading material aloud, explaining directions/concepts, and administering non-standardized tests/curriculum based measures.
2. Set-up and lead students in activities prepared by the supervising teacher or therapist.
3. Assist with small group instruction.
4. Closely monitor and accurately document student physical and behavioral functioning.
5. Prepare student specific materials and equipment.
6. Provide daily feeding and/or mealtime supervision, and assist with toileting, diapering and hygiene care for students, as needed.
7. Assist in modification of materials.
8. Assist students in playing games and with proper use of playground equipment.
9. Use appropriate behavior management techniques to maintain a positive climate for learning.
10. Implement, monitor and collect data on multi-step and involved behavior plans.
11. Motivate students through effective communication and evaluative feedback.
12. Set and maintain high expectations for student achievement and behavior.
13. Directly and effectively respond to the specific physical, behavioral and emotional needs of students.
14. Prepare instructional materials and supplies.
15. Escort and supervise students to and from various school facilities and areas. When necessary, escort students on field trips.
16. In inclusion classrooms, assist students with class work and in maintaining appropriate behavior.
17. Provide support for the general education classroom teacher by monitoring student progress and behavior.
18. Take attendance and record absences.
19. Attend staff meetings, as directed by supervising teacher.
20. Assist in the maintenance and inventory of materials.
21. Assist in safeguarding confidential information.
22. Adhere to required program guidelines as defined by the Kansas State Department of Education.
23. Adhere to all USD 231 health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
24. Other duties as assigned by the supervising teacher, Principal or Assistant Director of Special Education.

