



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Para-Educator, Special Education

Job Summary:

The Para-Educator is responsible for assisting certificated staff, licensed physical therapists, occupational therapists, and other ancillary staff in the support of instructional, health-related, recreational, and prevocational/job training activities in the assigned area of responsibility for students with disabilities. The Para-Educator may be assigned to one classroom, to assist with home visits, or as a one-on-one assistant to a student or to a variety of assignments depending on the needs of the students. Para-Educators can perform one or more of these functions as assigned by a supervisor.

Essential Duties (May include, but not limited to):

1. Provides program support in instructional and related activities in the assigned area of responsibility for students with disabilities under the direction of certificated, licensed, and ancillary staff.
2. Participates in the Individualized Education Program Team/Individualized Family Service Plan (IEPT/IFSP) meetings when requested.
3. Assists with the implementation of instructional activities based on the student goals and objectives as written in the Individualized Education Program (IEP/IFSP).
4. Under the direction and supervision of the certificated teacher, reinforces and supplements curriculum in the community, including worksites and other community-based experiences. This may occur without the teacher present during the community experience.
5. Provides input to behavior intervention plan meetings and/or other meetings with the staff and/or parents for the development of individualized behavior intervention plans for the students in the assigned area, as requested.
6. Implements established procedures and interventions in accordance with the individualized behavior intervention plans and district policies/guidelines.
7. Loads and unloads students from school buses/vehicles under the direction of certificated, licensed, and ancillary staff.
8. Assists with the lifting and movement of students as needed.
9. Assists with meals, play, recreational and other activities, as required, on the assigned area of responsibility.

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Essential Duties Continued:

10. Participates in the staff meetings, in-service/staff development activities, training, and school improvement team activities.
11. Services as an instructional team member and performs student health care services in accordance with district administrative guidelines.
12. Assists in the collection of data regarding programs and services provided to students with disabilities.
13. Consistently models Win-Win leadership.

Other Duties:

1. Uses technology to communicate with staff and students.
2. Assists in the preparation of bulletin boards, duplication of materials and other material preparation activities in the assigned area of responsibility.
3. May be required to transport students to and from community sites.
4. Performs other related duties as assigned.

Qualifications:

Education:

High school diploma or equivalent required. Sixty (60) semester hours college credit, preferred. Coursework in child development, education, psychology, social work or field related to special education preferred. Valid Michigan driver's license preferred. Proven ability to maintain safe driving record.

Experience:

Work experience with children or adults in a group home or foster care facility specializing as a caregiver for residents with special needs may also be considered. Experience with students and/or adults with cognitive impairment, severe multiple impairment, autism spectrum disorders, emotional impairment or early childhood developmental delay, relevant to the vacancy posted, preferred.

Two years of successful, documented work experience providing direct care services/instructional support for persons with special needs preferred. Work experience in a child care or educational program preferred.

Skills/Other:

Must meet State of Michigan Department of Human Services Child Abuse and Neglect Registry Clearance as applicable. Ability to accept supervision and directing. Ability to work creatively and skillfully with students. Communicate effectively with students. Ability to utilize district technology and work to main proficiency, as required skills sets change with technology and/or needs of the district. Present a professional self-image. Communicate professionally, effectively and in a timely fashion. Exhibit dependability. Interact positively with parents, caregivers and team members. Cooperate with other staff.

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Skills/Other Continued:

Follow district health and safety procedures. Demonstrate physical stamina necessary for lifting and moving students up to 26 years of age; repetitive stooping, squatting, bending, lifting, walking, kneeling, and reaching while maintaining personal balance and stability; implement established behavior improvement intervention plans and perform the essential job duties. Punctuality and good attendance are requirements for the position. Demonstrate honesty integrity, and professionalism at all times. Exhibit emotional stability, exercise good judgement and make decision in accordance with board and established administrative guidelines.

Special Job Considerations:

Certification: Not required

Type of Certification: Not Required

Bargaining Unit: Genesee Intermediate Educational Personnel Association (GIESPA)

Salary Schedule: Para-Educator Salary Schedules

Immediate Supervisor: Building Principal, Assistant Principal, or other Administrator

Supervision:

Date: May 18, 2021; March 2, 2022; February 7, 2023

Approved: TLH: cs

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