

## Paraprofessional Specialist - Life/ MD Skills

### Purpose Statement

The purpose of a Paraprofessional Specialist LIFE/MD Secondary is to assist with the supervision, care, and instruction, including adapting assignments and materials, of secondary students with complex special needs under the direction of a certified teacher in secondary classroom settings. Additionally, staff in this position assist with the provision of services for special health care, including feeding, suctioning, g-tube feedings, diapering, toileting, personal hygiene care, positioning, lifting, transfers, and/or behavioral needs.

### Essential Functions

- Assists adolescent/young adult special education students requiring daily care (e.g., toileting, diapering, personal hygiene care, feeding, dressing, suctioning, tube feeding, lifting, positioning, transfers, etc.) for the purpose of providing appropriate care of medically fragile and/or physically handicapped adolescent and young adult students and/or developing student's daily living and behavioral skills.
- Supports the implementation of a positive plan of action to address specific student issues and helps them to process behaviors.
- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities.
- Confers with teachers on a regular basis for the purpose of assisting in the documentation of special education student progress and/or implementing IEP objectives.
- Follows direction and guidance of appropriate therapist(s) for the purpose of providing carry-over of therapy routines and/or strategies.
- Supports instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals, as described by an IEP and/or district benchmarks.
- Implements behavioral plans designed by the IEP team for students for the purpose of assisting in meeting special education students needs and providing a consistent environment.
- Develops, adapts and/or maintains instructional materials and assistive technology materials to facilitate student communication and learning.
- Monitors special education students throughout the school day for the purpose of providing a safe and positive learning environment.
- Participates as a provider in the recording, reporting, and gathering of data for the MIPS program for the purpose of meeting MIPS requirements.
- Performs necessary record keeping as assigned by classroom teacher, for the purpose of supporting the teacher in providing necessary records/materials relative to IEP needs and services.
- Responds to emergency situations for the purpose of resolving immediate safety concerns in a safe and timely manner.

### Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other duties as assigned.

### Minimum Qualifications

#### Mental Requirements

**Learning Development- Level B** Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

**Problem Solving - Level 1** Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

#### Physical Requirements

**Physical Skill - Level B** Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

**Physical Effort - Level 2** Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

#### **Social Requirements**

**Human Relations Skill- Level B** Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. skills in establishing harmonious relationships and gaining cooperation are important.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

#### **Work Environment**

**Performance Environment - Level B** Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.

**Physical Working Conditions - Level 4** Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. highly undesirable assignments.

#### **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 1** Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific workgroup.

#### **Experience, Education, and Certifications**

**Experience:** Job-related experience is desired.

**Education:** Highschool diploma or equivalent

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. CPR/ First Aid Certificate.

**Continuing Educ. / Training :** CPR/First Aid Recertification every two years. Staff Development coursework determined by the Special Education Department to be completed within specified time frame.

#### **Compensation Details**

**FLSA Status:** Non Exempt

**Pay Schedule:** Hourly - Grade 112

**Work Calendar:** Support 9 Month