

Kearsarge Regional School District
Job Description

“Inspiring learners, committing to community, contributing to a dynamic world”

Job Title:	Intensive Needs Para-Educator
Location:	District Wide
Reports To:	Building Administrators
FLSA Status:	Non-Exempt, Hourly

Essential Functions:

- Reports daily to case manager of student(s)
- Must be able to function independently, have flexibility, personal integrity and the ability to work effectively with students and other staff members
- Must be certified or in the process to become certified and will perform Therapeutic interventions de-escalation and physical restraint (example but not limited Crisis prevention and Intervention)
- Must possess physical ability to provide appropriate interventions for students
- Works with special education students to meet their IEP goals and objectives
- Participates in transition planning for student(s)
- Focus on specific behavior that disrupts, excludes, or otherwise negatively impacts the student or classroom community
- Work with individual or small groups of students to reinforce learning of material or skills initially introduced by teacher
- Collaborates with regular education teachers, special education teachers and related services providers
- Use of equipment and technology to assist in curriculum implementation
- Support / facilitate functional communication and prosocial behaviors
- Assists in implementing comprehensive behavior plans and may include the use of crisis management for students who experience personal safety emergencies
- Collects data to assist in monitoring progress
- Assist with individual related services, such as Occupational Therapy, Speech, Physical Therapy, job coaching and community based activities
- Provide student supervision during emergency drills, assemblies, field trips and duties such as transportation, lunch or recess
- Provide physical assistance, including but not limited to feeding, toileting and personal hygiene

- Completes and maintains up-to-date, all required paperwork in a timely manner, which may include Medicaid, data collections, observation documentation, etc
- May need to transport or travel, using district transportation, with students for school related activities
- Maintain high level of confidentiality (FERPA)
- Maintain certification within the district's crisis management protocol
- Maintain certification with student specific medical protocol(s)
- Attend required team meetings / consultations / professional development as outlined by program needs beyond scheduled work day
- Other related duties as assigned

Skills:	Ability to work as a member of a team Good problem solving and communication skills Ability to maintain composure and confidentiality in all situations High level of physical excursion Physical ability to provide appropriate interventions
Knowledge:	Understanding behaviors as needs to communication, background knowledge of data collection, and technical skills
Abilities:	Pass a criminal background check and required medical exam
Working Environment:	Possibilities include; Self-contained, one to one, special ed settings, school environment, community May follow student to other buildings / settings or jobs

Minimum Qualifications:

Experience:	Experience in comparable education setting preferred Experience in human service field preferred
Education:	High school diploma or Equivalent
Certification(s):	Maintain certification within the district's crisis management protocol Maintain certification with student specific medical protocol(s)

Approved by the HR Committee On:	06/04/2020
Revised Date:	