

JOB TITLE:	PARA-EDUCATOR - SPECIAL EDUCATION
QUALIFICATIONS:	Graduation from High School or GED
REPORTS TO:	Principal, Supervising Teacher
JOB GOAL:	The Para-educator is responsible for working with the Special Education Teacher and the Physical and Occupational Therapists to carry out the support services for the professional staff with the special education student.

MAJOR DUTIES AND RESPONSIBILITIES

Reinforcing instructions through drill and practice activities, checking students' work and maintaining records.

Ensuring a safe and effective work and learning environment by performing activity set up and housekeeping, assisting with implementing behavior management programs and setting appropriate limits with students, including physically restraining students.

Assisting students with toileting, personal and hygiene care, including assisting with catheterization, medication, feeding, suctioning and cleaning as directed.

Assist students in mobility by providing standby assistance, physical lifting and carrying individuals, monitoring activities, pushing wheelchairs, etc.

Assist teachers with classroom duties including correcting student's assignments and tests results, attendance records, reproducing materials, monitoring students, typing and compiling materials, maintaining classroom inventory, etc.

To report any unsafe or potentially unsafe situations to their supervisor immediately.

Supervise and assist students with field trips and community/work assignments.

Provide emergency evacuation of special education students from building in case of an emergency situation.

Every member of the Special Education team is responsible for the safety and well being of any other employee, student and/or visitor who may be working with and/or in the near vicinity of the employee.

Each Para-educator must be able to quickly and efficiently respond in a coordinated manner to any unexpected quick and sudden behavior or action by a student.

Although a Para-educator may be assigned to a specific classroom and/or school, they are employed by the School Board and can be called upon to work in any classroom, work with any student and/or Special Education Teacher or Therapist and/or in any school throughout the parish.

Para-educator - Special Education

- Must be able to relate to and work well with others.
- Must be able to give and receive verbal instructions clearly and concisely.
- Must have good and long term memory and the mental stamina to stay alert and attentive for 7 hours a day so as to make safe decisions and use proper judgement.
- Must be able to remain calm in a possibly ever changing and hostile environment.
- Must be able to give and receive verbal instructions clearly and concisely.
- Must be able to train the students under his/her care in an efficient manner while at the same time monitoring the other students in the room.
- Must be called upon to physically restrain students with a variety of physical, behavioral and psychiatric problems.
- Must be able to quickly move all four extremities in a controlled manner to grab, block or hold onto the student.
- Must be able to, along with another employee, drag, carry or push students out of harms' way and to a safe location. This will involve climbing up and/or down stairs in a quick and safe manner.
- Performs other duties as assigned.

REQUIREMENTS OF WORK

- Graduation from high school or GED. Any equivalent combination of acceptable experience which provides the following knowledge, abilities, and skills:
 - Some knowledge of child psychology and development, and the legal, ethical, and confidential nature of the job.
 - Ability to master and communicate effectively.
 - Ability to secure student cooperation independent of immediate supervisor.
 - Ability to establish and maintain positive relations with students, parents, and professional staff.
 - Ability to follow oral and written instructions.
 - Ability to successfully complete provided training in area of speciality.
 - Ability to learn operation of standard school office machines and equipment.
 - Ability to lift, move, or carry students, if the situation requires.
 - Ability to cope with the mental stress placed on him/her to meet the demands of the job.
 - Ability to convey his/her decisions to others in a diplomatic manner so as to successfully accomplish the job in a safe and efficient manner.
 - Ability to work weekends, typical holidays, evenings and/or night time hours and overtime hours, as needed.
 - Ability to be able to follow established protocols and procedures in a quick, efficient manner.
 - Ability to be able to relate to and work well with others.

Para-educator - Special Education

Ability to have good dynamic balance and the strength and agility to quickly, smoothly and efficiently transition to and from the floor, use all 4 extremities in a coordinated manner as well as have the physical stamina and conditioning to respond to a variety of emergency situations.

Possess normal upper extremity and lower extremity strength and grip strength that is, at least, considered normal for their age and gender.

Ability to walk in a fast pace or jog for short distances so as to circumvent and block an individual's means of egress when confronted with a student who is attempting to run away.

Ability to work while wearing closed toed and closed heel shoes. Shoes must not have high heels and must have good traction soles.

Individuals should not wear clothing that would restrict the individual's ability to quickly squat, bend and/or move to and from the floor level.

Should not wear jewelry that can be caught by the student during transfers or confrontations or sudden movements.

Should not wear strong perfumes and/or colognes that could have an adverse effect on students with breathing difficulties.

Skill in classroom management.

TERMS OF EMPLOYMENT

Division:	Support
Pay Grade:	3
Working Days:	180

This is not intended to be an all inclusive list of duties, responsibilities and general objectives for this position but is rather put here to give the reader the general understanding as to the scope of the position.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

WORKING CONDITIONS

The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive, the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.

Physical Demands/Environmental Factors:

Heavy lifting 50 lbs. and over, independently lift students weighing up to 50 lbs. from the floor or mat to a 31" high mat table.

Heavy lifting 50 lbs. and over, with the help of another employee, be able to lift students to and from the mat table and chair.

Heavy carrying, 50 lbs.

Specific hearing requirements (monitor children's safety)

Use of fingers (record keeping, typing, writing, computer)

Outside/Inside

Reaching above shoulders to store supplies

Repeated bending

Standing (80% of the day)

Specific visual requirements