



Philip J. Rock Center & School

GENERAL INFORMATION

TITLE..... Paraprofessional
 LICENSURE..... Paraprofessional
 CLASSIFICATION..... Classified (IMRF)
 FLSA STATUS..... Non-exempt
 REPORTS TO..... Supervisor, Teacher
 EVALUATION..... Supervisor, Teacher

JOB GOAL

To assist the classroom teachers and leaders in providing a continuous concentrated individualized education program for each deaf-blind child in a warm caring environment. Also, to provide opportunities for maximum growth and development of each child according to his/her abilities. The Paraprofessional position requires regular attendance and/or physical presence at the job.

MAJOR DUTIES AND JOB RESPONSIBILITIES:

Essential

- Position requires in-person attendance at facility.
- Valid driver’s license with good driving record.
- Demonstrate ability and willingness to work well with staff and students, follow directions, and work within a team.
- Successful completion of probationary period.
- Attend professional development and staff in-service meeting.
- Adheres to all official policies and procedures of the Philip J. Rock Center and School.
- All other duties as assigned by administration.

General

- Supervision of students with disabilities
- Directly implements specific tasks, activities of programs for each student as designated by teachers or therapists in accordance with the student’s Individualized Education Plan including the following:
 - a. Recording accurate data in a timely manner/charting student progress.
 - b. Accurately reporting results to teachers and supervisors in oral or written form
 - c. Behavior management programs as instructed by teacher/supervisor/behaviorist.
- Demonstrate ability to maintain high levels of student care without direct supervision.
- Participate in team or any other staff meetings pertaining to assigned students.
- Demonstrate knowledge of all safety and evacuation procedures including:
 - a. Fire Drills
 - b. Hearing Aids/Auditory Training Equipment
 - c. Classroom materials.
 - d. Orthopedic equipment
 - e. Audio-visual equipment
- Assumes responsibility for orderliness of student’s room including:
 - a. Making beds, changing linens
 - b. Reporting anything in need of repair or of cleanliness needs?
 - c. Working with teacher to clean up classrooms after instructional periods.

- Responsible for the basic care of students in addition to specific programs as delineated on the child's IEP including:
 - a. Bathing
 - b. Toileting and diapering
 - c. Oral Hygiene
 - d. Personal hygiene/hair care
 - e. Dressing
- Interacts appropriately with children using manual communication methods or other methods as delineated on child's IEP.
- Correctly and consistently perform positioning and standing of students after receiving instruction from certified staff.
- Tasks include:
 - a. Assisting physically disabled children with activities such as swimming, equine therapy, and bowling.
 - b. Lift and transfer of non-ambulator children to and from wheelchair, bed, shower, standers, toilet, changing table and floor.
 - c. Load and lock down wheelchairs to and from paratransit vehicles.
- Perform daily duties necessary to ensure a safe and stimulating environment for all students such as:
 - a. Clean wheelchairs
 - b. Performing nightly chores
 - c. Packing school bags
 - d. Obtaining supplies for activities

MENTAL DEMANDS

At a minimum, the employee shall possess the equivalent of a high school diploma. However, verifiable college coursework beyond a high school diploma is preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk, or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.