

Special Education – Support Center Paraeducator

Purpose Statement:

The purpose of this position is to support our district's special education program which provides services to students with a variety of disabilities ranging from severe to profound in the areas of speech, motor, social, academic, and cognitive skills. This program also offers modified curriculum instruction which may include a combination of the following: functional academics, daily living, prevocational/vocational, behavior and social skills. Responsibilities vary with the individual assignment, but typically include instruction of students, monitor student behavior, student hygiene, classroom housekeeping, and preparation of materials, testing, and data collection/reporting.

Essential Functions

- Instructs/tutors students individually or in a small group setting under the direction of certificated employee(s)
- Acts as an instructional resource for classroom teachers
- Assists in the evaluation of student needs and in preparation of appropriate lessons and materials in collaboration with certified personnel
- Helps prepare and adapt lessons and activities with teacher approval, to be used as classroom activities and instruction
- Facilitates student involvement in school activities and/or community access
- Attends to the personal hygiene needs of students, including diapering, toileting, catheterization, dressing and wheelchair transfer. May lift children when necessary to accommodate personal hygiene needs
- Maintains and/or assists with student behavior including maintenance of positive student behavior
- Assists with the supervision of students during building activities, such as assemblies, building emergency drills and special programs
- Monitor students with medical plans (possible seizures)
- Assist certificated staff with de-escalation and restraint based on individual student plans and approved district training

Other Functions

- May attend building meetings and events i.e. staff meetings, open house, and/or related in-service activities/workshops
- May serve on building committees
- May be called upon to provide bus riding support
- May attend program meetings and events, i.e. department meetings, open house, and or related in-service activities/workshops
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Performs other related duties as assigned

Education

- High school diploma or equivalent
- Must meet minimum state requirements for Paraeducators

Knowledge and Skills

- Full working knowledge and skills required to perform assigned tasks
- De-escalation training required
- Basic experiential skills required to perform assigned tasks
- Intermediate oral/written communications are required

- Primary responsibilities require advanced curriculum skills
- The job frequently is required to function in complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Decisions are made within assigned tasks
- Decisions are made to achieve structured results
- Occasionally required to resolve unexpected issues
- Occasional discretion and access to confidential/privileged information
- High risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work in coordination of work of others
- Reporting required within classroom or building
- Collecting and some assessment of data or reporting

Working Conditions

- Frequent Interruptions
- Limited Deadlines
- Limited emotionally charged interactions
- Work requires moderate safety precautions
- Moderate-exposure to weather conditions
- Frequent risk/exposure to human borne pathogens
- Requires special safety or health precautions associated with adverse conditions when working with students
- Frequent exposure to noise
- Limited exposure to swimming pools
- Moderate exposure to traffic
- Limited exposure to fumes
- Moderate standing (31-60%)
- Moderate lifting (11-30 lbs. / occasionally)
- Moderate prolonged sitting (31-60%)
- Limited carrying (1-10 lbs. / seldom)
- Frequent transferring of students
- Moderate stooping and bending
- Moderate twisting
- Moderate fine dexterity
- Frequent pushing and/or pulling
- Frequent toileting
- Frequent diapering
- Limited tube feeding
- Frequent hand feeding

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance