

**CLASSIFIED EMPLOYEES
SHAWNEE MISSION PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE: Centralized program Paraeducator

DEPARTMENT: Special Education

Salary Schedule: CLAS Range D Starting at \$19.11/hour

Calendar: 185 day

REPORTS TO: Building Administrator

I. GENERAL DESCRIPTION

The centralized program special education paraeducator assists the teacher with educational and non-educational activities. The paraeducator assists in carrying out the program developed by the special education professional(s) and support personnel.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES may include:

- A. Direct small groups of individual students in teacher-planned instructional activities.
- B. Collect and record instructional and behavioral data as requested by the teacher.
- C. Assist with academic and physical needs of students under direction of the teacher.
- D. Assist the teacher in maintaining the classroom management program and handle routine discipline.
- E. Prepare instructional materials as directed by the teacher.
- F. Consider all classroom behavior and achievements confidential.
- G. Assist the teacher in supervision of field trips and school parties but not provide transportation.
- H. Assists with medical and/or nurse delegated duties (may include: tube feeding, tracheotomy suctioning, tilting, catheterization, diapering, seizure protocol)
- I. Assists with personal care, self-care and self-help needs due to student's medical condition
- J. Attends in-service and meetings for purpose of obtaining job function skills(CPI, De-escalation of behaviors, Verbal Behavior Instruction)
- K. Assisting staff in supporting students when in the community setting
- L. Assist in individualized daily data collection on multiple students
- M. Monitors students during assigned times to ensure a safe and positive environment for students
- N. Assists with behavioral strategy implementation
- O. Understand various types of communication devices and how to assist students in using them.
- P. Assist with the evacuation of classroom during emergency situations
- Q. Assist with the construction of visual tools utilized with students
- R. Other duties as assigned.

III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- A. On-the-job training sessions are required by the State Department of Education for continued employment.
- B. Good interpersonal relationships.
- C. Must be physically able to restrain students, when appropriate, in compliance with accepted district disciplinary procedures. Must be physically able to lift, or assist in lifting, non-ambulatory students.
- D. May be required to lift and move 20 to 30 pounds of classroom equipment.