

Extended School Year (ESY) Special Education Education Support Professional (ESP)

Location: Kaposia Education Center

South St. Paul Schools is hiring for an Extended School Year (ESY) Special Education Paraprofessional/Educational Support Professional.

- ESY runs from July 6-23; Monday through Thursday
- Hours are based on program placement and student needs.
 - ECSE: 8:40-10:50
 - Additional time of approximately 30-60 minutes either before or after the student hours may be required to support transportation routes
- Paraprofessionals will be paid an additional 5 hours for onboarding, training, and collaboration time.
- The rate of pay for this position is \$24.62/hour per the collective bargaining agreement.

Specific job duties include:

- Assist the special education teacher in supporting the physical and instructional needs of students with disabilities.
- Assist in instructional programming; Follow case manager or special education teacher directions in modifying or accommodating student assignments.
- Assist in activities of daily living and self-care as assigned. Self-Care activities may include but are not limited to: toileting, dressing, eating.
- Provide Special Transportation Supports, as assigned.
 - Assist students off the bus and into their first class of the day as needed.
 - Accompany special education students on bus routes as required in the student's IEP. As assigned, ride the bus and supervise students as they enter and leave the bus, monitor for behavioral or physical needs to ensure student safety.
- Follow Individual Education Plan (IEP) and Behavior Support Plans (BSP) as directed by the special education teacher.
- Assist students to be safe and socially appropriate on the playground or recess activities, and across school settings.
- Assist in regularly monitoring student progress using collection techniques developed by directed the special education teacher.

- Perform accurate and timely reporting of services and progress for student's IEP, Third Party Billing records, report cards, progress notes and/or conferences as directed by the special education teacher.
- Participate in all required training as requested.
- Adhere to staff and program guidelines and district procedures and policies.
- Cultivate and develop inclusive and equitable working relationships with students, staff, families and community members.
- Demonstrate prompt, regular and reliable attendance.
- Other duties as assigned.

Knowledge, Skills and Abilities Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet Highly Qualified Paraeducator Qualifications (HS Diploma with passage of Paraeducator Assessment or Minimum of 60 college credits or Associates Degree or higher)
- Ability to positively work with children with disabilities
- Ability to work with behaviorally challenging students including those who may be physically and verbally aggressive
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Ability to work as a team member with staff and parents
- Ability to understand and follow data privacy rules and regulations related to students
- Ability to perform routine computer functions, including the use of email, Internet navigation, Google Suite, and Microsoft Word

Physical Requirements

Constantly required to move and interact with students including standing, walking, sitting, stooping, bending, kneeling, pushing, pulling and reaching with hands and arms. While performing the duties of this job, the employee is regularly required to talk, hear, lift, use hands for fingering, grasping and feeling, wrists, hands and/or fingers for repetitive motions or computer use. The employee must frequently lift, move and/or

carry up to 30 pounds. The employee is occasionally required to lift and/or move up to and over 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.