

TITLE: PARAPROFESSIONAL/AIDE
REPORTS TO: Principal/Designee
FLSA STATUS: Non-exempt
TERMS of EMPLOYMENT: 9 months/182 Days

OVERVIEW OF POSITION: To assist in helping teachers/special education teachers meet the educational goals set forth for students, including but not limited to, those with an Individual Education Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1.0 PERFORMANCE RESPONSIBILITIES

Follows all local state and federal guidelines and laws.

Performs physical demands requiring frequent lifting, carrying, transferring, or pushing of objects or wheelchairs weighing at least 50 pounds. Physical demands may also include walking and standing to a significant degree, kneeling, stooping, balancing, crouching, reaching, grasping, head and neck movement, and movement across mid-line;

Attends and participates in in-service training sessions, become familiar with and adheres to the education philosophy and procedures governing education as defined by St. James Parish School Board Policy Manual and (Special Services Policy and Special Education Handbook);

Plans professional self-development and improvement;

Is on the job except in cases of personal emergency, personal leave, sickness or as released for school related business by the Principal or designees;

Under the supervision of instructional staff, including speech therapists, occupational therapists, physical therapists and adaptive education teachers, works directly with students and assist staff. Such as: assists in putting on and removal of braces, splints, etc. as directed by O.T., P.T. or M.D. orders;

Maintains proper charting and records of all procedures;

Uses universal precautions, cleans and maintains equipment, and determines its condition for use;

Assesses student(s) for adverse signs and reports findings to the R.N. and/or M.D.;

Keeps parent/guardian abreast of student's day and any medical concerns;

Performs other duties as assigned by the Principal and Director of Special Education;

Treats student with dignity and respect at all times, maintaining confidentiality of student information;

Performs duties under the direct supervision of the assigned teacher(s);

Carryout tutorial activities (small group and/or individual);

Provide student assistance with toileting/hygiene procedures;

Complete records on individual students as assigned by teacher;

Assist in preparation of student instructional manipulatives; and

Performs duties following a set schedule as assigned by principal.

2.0 PROFESSIONALISM

The employee shows professionalism in attitude and conduct as follows:

Accepts and uses constructive feedback;

Identifies problems and issues and works collaboratively to contribute ideas and find solutions;

Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments;

Uses verbal and non-verbal communication in a manner respectful of others;

Writes and speaks clearly and concisely so that the message is understood;

Develops and maintains a safe and caring environment for all of our students;

Demonstrates positive support through actions and words as ambassadors of the schools and districts;

Dresses for success according to job responsibilities;

Treats all stakeholders in a respectful and helpful manner;

Cooperates with administration in the performance of additional duties;

Completes tasks, reports, and documents accurately according to specified timelines and expectations;

Maintains self-control;

Adheres to Board policies and procedures and administrative rules, guidelines, and regulations;

Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary;

Adheres to ethical, legal and professional standards;

Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately;

Follows directives as assigned by supervisor;

Refrains from revealing confidential information; and

Uses proper administrative procedures for making requests and resolving conflicts.

2.0 denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.

METHOD OF EVALUATION: Evaluation will consist of one evaluation per year.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned by the principal, special education director and/or the Superintendent.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION AND CERTIFICATION: All applicants must have either (1) passed ParaPro Praxis OR (2) have a minimum of an Associates Degree OR 48 hours college hours with certain course requirements as required by state law.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and

AV/VCR carts. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.