

## JOB DESCRIPTION

Job Title:	<b>Paraeducator, Specialized Program</b>	FLSA Status:	<b>Non-Exempt</b>
Job Family:	<b>Paraeducator</b>	Pay Range:	<b>7</b>
Pay Program:	<b>Classified</b>	Work Year:	<b>177 days / 195 Days</b>
Prepared/Revised Date:	<b>March 2016</b>		

**SUMMARY:** Under the direction of a Licensed Teacher(s), assist students in general education and special education classrooms by reinforcing and adapting instruction and assignments, enforcing social and acceptable behaviors, monitoring students, assisting with behavior management and crisis situations, performing clerical duties; maintaining an environment that promotes and supports student independence; and encouraging student to meet their Individualized Education Plan (IEP) goals. Participate in appropriate in-services, professional development, meetings, trainings and/or school functions as required. Assist in the provision of support and services to students who have significant disability, low cognitive ability, medical needs, and/or many coordinated services. Services could require health related training and services, data collection and direct physical support to students in addition to instructional support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist students in classroom activities. Implement students' instructional plans.	D	40%
2. Collect data and maintain records accurately for tracking and recording student progress on instructional goals.	D	15%
3. Provide health related and coordinated services to students.	D	15%
4. Support students with assistive technology in the classroom	D	5%
5. Prepare and organize materials for instructional purposes.	D	5%
6. Communicate appropriately with individuals including families, students, and Special Education staff. Refer concerns expressed by families, students or others to appropriate certified or administrative staff.	D	5%
7. Attend to student medical needs as delegated by the Health Care Action Plan.	D	5%
8. Attend appropriate inservices, building meetings, training, and/or school functions.	D	5%
9. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- AA degree or have passed State Approved Assessment.
- May require training in computers, bilingual education, languages, and/or cultures.
- One year of experience working with students in a school setting. Prefer experience in working with children with various learning and physical disabilities.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CPR and First Aid certifications required within 1 month after hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Bilingual oral and written communication skills preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Knowledge of behavioral supports and strategies.
- Knowledge of medical technology for use as delegated by Health Care Action Plan.

- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	Building Principal

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze				X
Communicate			X	
Copy			X	
Coordinate		X		
Instruct			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	