ST. VRAIN VALLEY SCHOOLS
academic excellence by design

JOB DESCRIPTION

Job Title:	**Paraeducator, Special Education**	FLSA Status:	**Non-Exempt**
Job Family:	**Paraeducator**	Pay Range:	**6**
Pay Program:	**Classified**	Work Calendar:	**177 days**
Prepared/Revised Date:	**June 2015**		

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. May assist with the physical care and needs of students.

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 general education and special education classrooms. Using teacher prepared materials and organizing for instructional purposes; reinforcing and adapting instruction and assignments; enforcing social and acceptable behaviors; and monitoring students between classrooms, during breaks, in lunchroom, on playground, etc. Maintain an environment that promotes and supports student independence, and encourage students to meet their IEP goals.	D	60%
2. Monitor and assist with behavior management and crisis situations, often involving physically aggressive students. Mentor, support and assist students based on behavior observations. Duties may include practicing and promoting stress reduction techniques, and assist with physical restraint, problem solving, behavior rehearsal, and debriefing and transition management. Ensure student safety at all times, including emotional, physical, behavioral and cognitive support.	D	20%
3. May assist with the physical care and needs of students, including hygiene; feeding; toileting; following health/dietary plans; and, under the direction of a licensed staff member, implementing specialized therapy programs.	D	8%
4. Perform clerical duties, such as collecting and entering data, maintaining and updating records, keyboarding, etc.	D	5%
5. Participate in appropriate in-services, professional development, meetings, trainings and/or school functions as required.	M	5%
6. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent, **and**
- Must meet the No Child Left Behind (NCLB) requirements:
  - Associate's degree or 2 year college degree, OR
  - Completion of 48 college semesters hours, OR
  - Passing of Colorado Department of Education (CDE) approved paraprofessional examination.
- No experience required. Experience working in health care, working with children with various learning and physical disabilities and/or working with children in a school setting preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- 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:

- Basic operating knowledge of and experience with personal computers and peripherals.
- Basic operating knowledge of and experience with office productivity software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Providers must fulfill the NPI requirement in order to participate in Random Moment of Time Studies for Medicaid billing.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Building Principal and/or Classroom Teacher

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

- Responsible for supervising the behavior and well-being of students in the classroom, between classrooms, during breaks, in lunchroom, on playground, etc.

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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feel				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		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds			X (team lift)	
More than 100 pounds			X (team lift)	

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare		X		
Analyze				X
Communicate				X
Copy			X	
Coordinate		X		
Instruct			X	
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)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	

Quiet	
Moderate	X
Loud	
Very Loud	