



**JOB DESCRIPTION (Rev. 9/2008)**

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LOCATION: Any instructional setting provided by the Hollidaysburg Area School District.

JOB CLASSIFICATION: Class 3, Group A

DAYS OF EMPLOYMENT: Student days in the school calendar for the current year.

HOURS OF EMPLOYMENT: (Full-time and part-time positions)

JOB GOAL: To provide support services by assisting special needs students with their learning program and behavior plan by reinforcing taught skills, implementing designated activities such as recording behavioral data, and assisting students to become more independent by utilizing coping strategies to demonstrate success; to provide personal care services by assisting physically challenged students in self-sufficiency, communication, interpersonal and mobility skills and educational activities as prescribed by the staff in order to foster more independence and self-sufficiency and less support from the aide; and/or to provide classroom services by assisting the classroom teacher with the learning program of special education students by reinforcing taught skills, implementing IEP designated activities, assisting with independent activities and helping students to prepare for and cope with everyday living.

PERFORMANCE RESPONSIBILITIES:

ESSENTIAL DUTIES:

General:

1. Assist the classroom teacher and other professionals in carrying out behavior plans for instructional activities as well as related services such as speech/language, physical therapy, and occupational therapy.
2. Document any significant events or incidents and report to the teacher.
3. Assist with lunchroom monitoring for special needs students.
4. Perform general clerical duties such as photocopying, telephone, and organization.
5. Attend training sessions, in-services, or workshops as requested.
6. Participate in staff meetings as requested to discuss student progress.
7. Maintain confidentiality of student information as directed by the special education classroom teacher and direct all questions regarding students to professional staff.
8. Maintain order in the classroom in the temporary absence of the teacher.
9. Assist students with self-care skills such as putting on coats, going to the bathroom, washing hands, combing hair, etc.
10. Assist in evacuating special needs students from the building during a fire or fire drill.
11. Supervise a student who becomes ill or injured until arrangements have been made or the student is picked up by his/her parent.
12. Assist the teacher in the preparation of instructional materials in advance of class time.

Academic Support:

13. Perform academic drill and practice work in subject areas (mathematics, social studies, reading, and science) as prescribed by professional staff.

14. Assist in the distribution, collection, and correction of tests and workbooks.
15. Assist students with computer operation.
16. Assist students in Community Based Instruction either within the school setting or off site as supervised by the teacher.

#### Personal Care:

17. Assist with self-sufficiency training and maintenance of skills for a student with physical and/or mental disabilities when placed in a community-based site.
18. Assist with personal care duties under the supervision and direction of the school nurse to include: feeding (oral or tubular), ambulation (walker, crutches, wheelchair), gross/fine motor exercises, toileting/diapers/menstrual pads, positioning/transfers, and maintenance of related student records.
19. Use proper infection control techniques such as rubber gloves and protective body gear to reduce risk of contact with blood and body fluids.
20. Monitor the incidence and prevalence of student medical problems and psychosocial adjustment.
21. Assist students in using augmentative technology to include set-up, maintenance, and troubleshooting.
22. Follow specified emergency procedures in the event the student becomes ill or injured during the course of the school day.

#### Classroom:

23. Provide special cleaning related to immediate student needs and contact custodial services if routine cleaning is needed.
24. Assist the teacher in operation and use of audio-visual equipment.
25. Assist the teacher in monitoring and working with small groups.
26. Assist in preparation for classroom experiments.
27. Read stories and lessons to the special needs students as directed by the classroom teacher.

#### Community Based Instruction (Under Teacher Direction)

28. Assist students with implementation of activities in the community setting.
29. Assist with implementing, reinforcing, and recording pupil responses in community training experiences.
30. Assist with recording individual pupil behaviors according to predetermined program criteria.
31. Assist with accompanying student(s) to job assignments, businesses or other locations in the community.
32. Assist student with social integration and co-worker facilitation at the work site.
33. Assist with job assignment tasks and site fading as recommended by teacher.
34. Collect job site data as assigned by the teacher.
35. Be adaptable to changes in student schedules, daily assignments, procedures and observation methods.
36. Assist students in performing their identified jobs successfully.
37. To encourage student to assume more responsibilities as per teacher instructions.
38. Perform all of the above duties in a logical, orderly and skillful manner.
39. Assist in monitoring private van transporting students to their assignment.
40. Document significant incidents or events and submit to the teacher.
41. Assist students in performing employment tasks, when needed.
42. Perform other related duties as assigned by the supervising teacher.

#### OTHER DUTIES:

##### General

43. Assist in monitoring students' transition from classroom to playground, to another classroom, to lunch, to physical education, to therapies and community based instruction activities.
44. Assist with bus duty for special needs students.
45. Assist with monitoring of private van students on field trips, upon arrival at school, and community based instruction activities.

46. Assist the teacher in arranging the classroom environment to best meet students' needs.
47. Perform other duties as assigned by immediate supervisor.

#### Classroom

48. Assist with classroom organization to include bookshelves, tables, desks, and bulletin boards.
49. Assist special needs students in using library services.
50. Assist with playground supervision and monitoring of playground equipment for special needs students.
51. Assist with physical education activities for special needs students.
52. Assist with music instructional activities for special needs students.

#### EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

#### SUPERVISION RECEIVED:

Receives direct supervision from the Classroom Teacher, Building Principal, and Director of Special Education in regard to work duties.

#### SUPERVISION GIVEN:

None

#### WORKING CONDITIONS:

1. Works indoors or outdoors (CBI) in adequate workspace, lighting and temperatures but limited ventilation.
2. Works with average indoor exposure to noise and stress but subject to constant disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically exposed to irate students, parents, staff members, and/or community members.

#### PHYSICAL AND MENTAL CONDITIONS:

1. Must possess hearing, seeing, speaking, smelling, and reasoning senses necessary to carry out job duties.
2. Must possess ability to record, convey, and present information; explain policies and procedures; and follow instructions.
3. Must be able to sit, stand, and walk for intermittent periods throughout the workday with frequent twisting, bending, carrying, squatting, climbing, pushing, grasping as necessary to carry out job duties.
4. Dexterity requirements range from coordinated movements of hands/fingers to operate computer to simple movements of feet/legs and torso necessary to carry out job duties.
5. Must be able to pay close attention to details and concentrate on work.
6. Light work with occasional lifting and carrying of objects of weights of approximately twenty pounds.
7. Must be able to assist with transfer of students from wheelchair to other locations.

#### QUALIFICATIONS:

##### A. EDUCATION/TRAINING:

- High School Diploma or GED (*PCA only*)

- Completed at least 2 years of postsecondary study, or possess an associate degree or higher, or meet a rigorous standard of quality as demonstrated through a State or local assessment (*Classroom Paraprofessional only*)
- First Aid/CPR Certification
- Non-violent Crisis Intervention Certification if required for position
- Knowledge and experience working with children in an instructional setting
- Organizational ability
- Knowledge and understanding of academic concepts addressed in the classroom
- Ability to lift, carry, move, reposition, transport, and/or push a student in a wheelchair during the school day
- Must complete 20 hrs. of training related to the position every year

B. WORK EXPERIENCE:

One to two years experience working in related field.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential function of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with teachers, students, parents, and administrators.
5. Must possess ability to maintain confidentiality in regard to student information and records.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess good general office skills.
8. Must possess ability to monitor students in various areas of the building.

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**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF SPECIAL EDUCATION PARAPROFESSIONAL AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

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**(Signature of Employee)**

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**(Date)**

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**(Signature of Supervisor)**

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**(Date)**

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.