



Wallingford Public Schools

Position Description ParaEducator - Special Education

Section I: General Information

Position Title: CNA	Grade Level: Preschool - Post Graduation	Work Year: 185 Days
Immediate Supervisor: Building Principal	Bargaining Unit:	
General Description: The Certified Nurses Assistant involves working closely with teachers, therapists, and other school staff to assist students with daily needs, provide instructional support, and ensure a safe and inclusive learning environment. Responsible for instructional, functional, cognitive, behavioral, social and/or emotional support and motivation in the educational setting under the direction of special and general education teachers, administrators, and other team members as appropriate.		

Key Responsibilities:

1. Lifting and Transferring

- Safely lift, transfer, and reposition students with physical disabilities using proper body mechanics or assistive devices (e.g., gait belts, lifts).
- Assist students in and out of wheelchairs, classroom chairs, therapy equipment, or buses as needed.

2. Mobility Assistance

- Support students with walking, using mobility aids (walkers, canes), or navigating hallways and school grounds.
- Escort students to and from classrooms, therapy sessions, or other school activities.

3. Toileting and Personal Hygiene

- Assist students with toileting routines, including transferring to/from the toilet or changing table.
- Provide diapering, catheter care, or other hygiene support as required by medical or IEP guidelines.

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- Maintain cleanliness and dignity while following all health and safety protocols.
- 4. **Feeding and Positioning**
 - Assist with feeding, including use of feeding tubes or adaptive utensils as needed.
 - Ensure proper positioning of students during and after meals to support digestion and prevent aspiration.
 - Monitor students during eating to ensure safety.
- 5. **Medical and Health Monitoring**
 - Observe and report any changes in physical condition or behavior to the school nurse or appropriate staff.
 - Assist with basic health-related tasks under the supervision of licensed personnel (e.g., range-of-motion exercises, basic therapy support).
- 6. **Emergency Support**
 - Provide physical support during medical or behavioral emergencies (e.g., seizures, falls).
 - Follow emergency protocols and assist in evacuating students safely during drills or actual emergencies.
- 7. **Equipment Handling**
 - Operate and maintain specialized equipment (e.g., wheelchairs, standers, lifts).
 - Ensure that all mobility or adaptive equipment is used correctly and safely.
- 8. **Collaboration with Staff**
 - Work closely with physical therapists, occupational therapists, and special education staff to implement physical care plans.
 - Attend meetings or trainings related to physical care and safety procedures.

Section II: Essential Duties and Responsibilities

Instructional Support

- Assist classroom teachers with academic and behavioral support for students with special needs.
- Help implement Individualized Education Plans (IEPs) under the supervision of certified staff.
- Support students during classroom activities, transitions, and instructional tasks.
- Assist with adaptive learning tools and communication devices as needed.

Personal Care & Mobility Support

- Assist students with daily living activities, including toileting, diapering, feeding, and hygiene needs.
- Provide physical assistance with mobility, including lifting and transferring students using safe and approved methods.
- Monitor and support students' health-related needs as directed by the school nurse.

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Behavioral & Emotional Support

- Implement behavior management strategies under the guidance of the teacher or behavior specialist.
- Assist with de-escalation and redirection techniques when necessary.
- Foster a positive, supportive, and respectful environment for students with disabilities.

Collaboration & Communication

- Maintain confidentiality and professionalism at all times.
- Communicate effectively with students, staff, and families when appropriate.
- Work collaboratively with teachers, therapists, nurses, and other support staff.

Safety & Compliance

- Follow all district policies, health protocols, and safety procedures.
- Document care and support provided as required.
- Participate in staff meetings, training sessions, and professional development opportunities.
- Maintain high level of ethical behavior and confidentiality
- Model positive behavior and positive language
- Follow directions of supervisory professionals
- Transition students to and from the bus and from one classroom to another
- Supervise assigned students at lunch, recess and other classes as appropriate
- Assist students with toileting care and hygiene when needed
- Prepare instructional materials and maintain supplies under the direction of certified staff
- Encourage development of positive social and communication skills, self -esteem, creativity, and self-reliance
- Collaborate with teachers to support daily instruction and student progress
- Administer assessments to special education students as needed as directed and instructed by certified staff.
- Observe and collect data on student behavior and/or performance after appropriate training from certified staff is provided
- Support behavior intervention plans using the same emphasis and techniques as the teacher after appropriate training from certified staff is provided
- Provide feedback to supervisors to assist with their design of individual student programs
- Modify instructional assignments under the supervision of the teacher
- Attend staff, PPT/504 meetings and parent conferences at the request of the teacher or administrator
- Work with individual children or in small groups to reinforce new skills initially introduced by the teacher
- Assist with field trips under the supervision of certified staff

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- Continuously monitor children to ensure safety at all times
- Assist in maintaining learning supplies in the classroom/resource room including books, paper, calculators, etc.
- Supervise student use of equipment and materials as assigned
- Effectively communicate feedback to motivate students
- Assist in providing for special physical needs of students (may include lifting / repositioning students)
- Uphold high expectations for student achievement and behavior
- Work effectively with students, teachers, parents and community agencies and other groups
- Attend professional learning opportunities as directed by supervisory personnel
- Use technology and adaptive equipment to assist students in accessing the educational program
- Performs other tasks as assigned by Administrator or designee

Section III: Qualifications

Certification	<p>Certified Nursing Assistant (CNA) license – valid and in good standing.</p> <p>Ability to lift up to [e.g., 50 pounds] and physically assist students with mobility needs.</p> <p>CPR and First Aid certification (or willingness to obtain).</p> <p>Patience, empathy, and a genuine interest in supporting students with diverse needs.</p>
Education	High School Diploma
Experience	Experience working with children, preferably in an educational or pediatric setting.

Section IV: Knowledge, Skills, and Abilities

Essential Knowledge	<ul style="list-style-type: none"> • Understanding of the developmental needs of children
Skills and Abilities	<ul style="list-style-type: none"> • Comfort working with children with significant academic, social, emotional and/or behavioral needs

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	<ul style="list-style-type: none"> • Ability to interact with students and staff in a professional manner • Ability to reinforce instruction • Willingness to participate in staff development opportunities • Flexibility • Ability to work as part of a team • Ability to establish and maintain effective and courteous working relationships with coworkers, supervisors and others • Willingness to learn instructional technology including adaptive equipment
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Section V: Working Conditions

Physical and Mental Demands/Work Environment

Note: The physical demands and environmental characteristics 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 invited individuals with disabilities to perform the essential functions.

Activity	Frequency	Reason for Activity
Sitting	Occasionally	Working with students
Standing	Frequently	Instructing, observing students, toileting
Walking	Frequently	Transitioning students, monitoring students
Stooping	Frequently	Working with students, toileting
Squatting/Crouching	Frequently	Working/conversing with students
Kneeling/Crawling	Occasionally	Working/playing with students
Twisting	Occasionally	Managing students and materials
Reaching	Occasionally	Managing students and materials
Using Hand/Finger Dexterity	Frequently	Typing, data entry, assisting students with fine motor skills, using manipulatives, writing, operating adaptive equipment
Operating Machines	Rarely	Operating lifts, wheelchairs and other adaptive equipment
Operating Motor Vehicles	Never	NA

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Pushing/Pulling	Occasionally	Moving materials
Lifting/Carrying	Occasionally	Lifting and toileting students, transferring students -up to 80 pounds. More typically carrying supplies up to 20 pounds
Climbing Ladders/Stairs	Occasionally	Transitioning students to other locations

Additional Requirements:

✓ Talking

✓ Near Vision

✓ Hearing

✓ Far Vision

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