

Special Education Para Educator I

Purpose Statement

The job of Special Education Para Educator I is done for the purpose/s of assisting in the supervision, care and instruction of special needs students in the regular classroom, interrelated resource rooms or other special education settings; assisting in implementing plans for instruction; monitoring student behavior; providing information to appropriate school personnel; and performing classroom clerical tasks.

This position may work with students in Early Childhood, Elementary or Secondary classrooms and resource rooms. Additionally, this position may work with students with mild to moderate disabilities who may also be deaf/hard of hearing, have visual impairments, and/or other disabilities.

Essential Functions

- Adapts and provides accommodations of classroom activities; assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for special education students to actively participate in classroom activities.
- Aids students in and out of classroom (e.g. packing backpacks, note taking, relationship building, field trips, social skills, etc.) for the purpose of providing assistance to students' needs and social growth.
- Assists in maintaining an inventory of amplification equipment needed for the purpose of ensuring the students' access to their learning environment (for para educators serving students with hearing impairments).
- Assists students requiring support in addressing personal care needs due to medical condition and/or physical limitations (e.g. diaper changing, potty training, lavatory, hand washing, nutritional, etc.) for the purpose of allowing students to function in the school environment.
- Attends meetings and in-service presentations (e.g. education strategies, specific disability education, etc.) for the purpose of acquiring and/or conveying information relative to job functions to meet established annual State requirements.
- Collaborates with staff for the purpose of providing necessary support and information related to the student's progress as established in their Individual Educational Program.
- Creates visual aids based on the level of the student's visual impairment for the purpose of improving the student's learning process (for para educators serving students with vision impairments).
- Implements educational and behavioral programming under the supervision of the classroom certified staff for the purpose of developing new skills for students.
- Implements behavioral plans for students as designed by the IEP team for the purpose of assisting in meeting special education students' needs and providing a consistent environment under the direction of certified staff.
- Instructs students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of meeting Individual Educational Program goals under the direction of certified staff.
- Maintains instructional materials and data sheets for the purpose of ensuring availability of instructional materials and/or providing reliable information regarding student progress.

- Maintains visual tools and equipment (e.g. light boxes, large print books, etc.) for the purpose of ensuring the availability of items for issuance to students to aid in the student's learning process (for para educators serving students with vision impairments).
- Maintains borrowed books for the purpose of keeping accurate records of all materials and their location; and returning them at the end of the school year (for para educators serving students with vision impairments).
- Modifies classroom lessons (e.g. retype into large print, create pictures, space wording for improved distinction, etc.) for the purpose of enabling the visually impaired student to read and comprehend lesson materials (for para educator serving students with vision impairments).
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, fire drills, assemblies, cafeteria, parking lots, etc.) for the purpose of providing a safe and positive environment conducive to learning.
- Performs various administrative support and record keeping functions for the purpose of providing documentation in conformance with established State and Federal program standards.
- Procures books in large print from various sources (e.g. Kansas School for the Blind, borrowing from other libraries around the county, purchasing directly for students via District P.O., etc.) for the purpose of providing reading tools to students ensuring equal access to information (for para educators serving students with vision impairments).
- Provides direct instruction, as trained by the Teacher of the Deaf/Hard of Hearing for the purpose of assisting learning and aiding students in meeting IEP goals and guidelines (for para educators serving students with hearing impairments).
- Provides guidance in physical procedures (e.g. proper use of white canes, etc.) for the purpose of ensuring the mobility and safety of students (for para educators serving students with vision impairments).
- Supports teachers on various learning processes (e.g. tracking reading across the page, etc.) for the purpose of assisting learning and aiding students in meeting IEP goals and guidelines (for para educators serving students with vision impairments).

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/behavior; and safe handling of blood-borne pathogens and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant

interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Up to 20 hours annually of in-service training

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

8/28/2017

Salary Grade

INST 9