

Job Description

Position Title: Special Education General Paraeducator
Department: Teaching & Learning
Reports To: Building Principal
Compensation: Pay Grade 1D (CWA Master Contract)
Calendar: 187 Days
Category: Classified Hourly

SUMMARY

Assists and supports teachers and students through the implementation of IEP supports and services.

ESSENTIAL DUTIES and RESPONSIBILITIES

Duties must be performed on site. Other duties may be assigned

- Reports to work as scheduled on a regular and reliable basis.
- Assists with group instructional reinforcement, support students at teachers direction, as needed.
- Assists in providing feedback on student work.
- Assists teacher in promoting a positive learning environment. Supports and maintains individualized behavior management programs.
- Assists teacher with implementation of specific instructional requirements as indicated in the individual education plans for each student.
- Assists teacher in supervision of students including, but not limited to: loading/unloading buses, lunchroom, playground, individualized settings.
- Assists with preparation of instructional materials as needed.
- Assists teacher with gathering data for reports and paperwork related functions as needed.
- Operates school equipment such as Chromebooks, copier, communication devices, etc.

Staff must be able to participate and pass Non-Violent Crisis Intervention training including the appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint, and restraint only when there is an identified danger to self or others.

SUPERVISORY RESPONSIBILITIES

- This position does not supervise other employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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EDUCATION and/or EXPERIENCE

- Required:
 - Completion of two years of study at an institution of higher education; or
 - Possess an associates degree, or
 - Complete a paraeducator certificate course, or
 - Complete and pass the National Career Readiness Certificate (NCRC) exam.
- Preferred: Experience working with young people in an educational setting.

LANGUAGE SKILLS

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students and administrators.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply appropriate and reasonable problem solving strategies in a variety of settings and situations.

OTHER SKILLS and ABILITIES

Ability to work independently with minimal supervision. Ability to work with all students. Ability to maintain composure under stressful conditions. Respect for the dignity of and sensitivity to all students. Ability to communicate with students, staff, parents and the school community, as directed by the teacher or administration. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Demonstrates initiative and creativity with students and their programs. Knowledge and experience with computer programs and software preferred. Experience working with students with special needs on an instructional basis preferred.

PHYSICAL DEMANDS

The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms 0 - 24 inches and on occasion up to 36 inches. The employee frequently is required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands and fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is typically required to push/pull, such as an occupied wheelchair, through crowded hallways or outdoors in unpredictable weather conditions. The employee is frequently required to bend at the neck more than the average person and may need to frequently work on the floor, depending on the age level of students. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee needs to be able to tell where a sound is coming from, hear in a noisy environment and occasionally will assist in physical management of students and lift and/or move up

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to 50 pounds 0 - 12 feet and occasionally up to 20 feet, things such as wheelchairs, books, supplies or other instructional equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work indoors but may be required to attend to students needs outdoors. in moderate to cold temperatures or moderate to hot temperatures. The noise level in the work environment is usually moderate to loud. The employee must work with other staff, continuously meeting multiple demands from several people. The employee is continuously responsible for the safety and well-being of students.

The information contained in this job description is in compliance with American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee Acknowledgment

I have reviewed this document. My signature means that I understand the duties and responsibilities of this position.

Received by:

Employee Name

Date