



CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

Job Title: Paraeducator – Special Education (K-12)

Qualifications: High School Diploma or equivalent

Reports To: Special Education Teacher

Position Summary

As key service providers who work under the supervision of licensed educators in a variety of educational settings, paraeducators contribute to the social, emotional, and intellectual growth of children and youth.

Essential Duties & Functions (but not limited to)

- **Support a safe, positive teaching and learning environment and assist in the developmental of student skills through:**
 - Assisting teachers with maintaining inclusive, learner-centered environments;
 - Facilitating inclusion of students with disabilities into general education settings;
 - Assisting arriving/departing students by meeting busses or supervising entries/exits and while on school grounds;
 - Supervising students during breakfast/lunch/recess;
 - Monitoring/escorting students during hall passing periods and to/from general education settings;
 - Assisting students with health or behavioral needs (including feeding, toileting and/or diapering, self-care,
 - positioning, utilizing wheelchairs/standers, daily living skills, and
 - preventing/teaching/reinforcing positive behaviors);
 - Implementing Individualized Health Plans (IHP's), Behavior Intervention Plans (BIP's),
 - and Individualized Education Plans (IEP's) when trained by appropriate personnel
 - (Nurses/Physical Therapists/SE Teachers, etc...);
 - Modeling, prompting, and reinforcing skills for adaptive
 - behavior/physical/health/academic/communication/assistive technology/behavior needs
 - in general and special education settings (teachers should provide initial instruction for all
 - skills);
 - Providing accommodations and modifications as designated in each child's IEP (teachers
 - should modify curriculum content);
 - Demonstrating positive relationships with students; motivating and encouraging them to
 - perform at their highest levels of achievement
 - k. Collecting and providing formal and informal data whether for IEP goals, BIP's, IHP's, or
 - Medicaid reimbursement;
 - l. Copying/ordering/arranging/gathering materials as directed;
 - m. Arranging, maintaining and promoting a healthy physical and emotional environment for
 - each student as assigned.
- **Establish positive and productive**
 - Establishing a positive rapport with students, staff, and families;
 - Consulting/collaborating with teachers, nurses, colleagues, or other professionals as
 - directed;
 - Positively interacting with others to offer suggestions/ideas, problem solve and find

- solutions for students' needs, seeking clarification when necessary;
- Maintaining composure and professionalism at all times;
- Assisting students in self-advocating for their needs and helping them become as independent as possible;
- Communicating with parents or extended families only when directed by licensed staff, referring questions from the family/community to appropriate channels.
- **Integrate effective technology use to support student learning through:**
 - Using high and low technology methods and equipment to facilitate learning and independence for all students;
 - Utilizing technology to implement job duties such as email, recording data, providing student accommodations;;
 - Utilizing technology and equipment
- **Practice ethical and professional standards of conduct on an ongoing basis by:**
 - Following district expectations as outlined in CCSD's Classified Handbook;
 - Practicing the standards of ethical conduct expected by all district employees;
 - Modeling life-long learning through participation in professional/college/in-service opportunities.
- **Perform other duties as assigned.**

Additional Responsibilities

- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Supervise students before and after school.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

Minimum Qualifications

Education: High School Diploma or equivalent

Working Conditions:

- Primarily climate controlled classrooms. Warmer/colder temperatures in other areas.
- Must be able to comprehend and relay information verbally and through writing;
- Must be able to learn and perform the essential functions of the position;
- Must be able to lift at least 20 lbs.;
- Must be able to navigate within cold/hot indoor/outdoor settings, and be able to push/pull and use/ability to move entire body to climb, lift, balance, walk, stoop, bend, twist and bend.
- Must be able to work in an ever-changing environment with flexibility, positive attitude, and growth-mindset;
- Must be able to work

Mental Demands/Physical Demands/Environmental Factors: Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.

Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

January 2024