

Columbus Public Schools

Job Description

DEPARTMENT: Special Education

JOB TITLE: Curriculum Life Skills Para Educator

D.O.T. #

D.O.T. CLASS:

Sedentary Light Medium X Heavy Very Heavy

REQUIREMENTS:

- A. Education Level: Minimum high school diploma,
Must have 2 years of post high school, or district will provide Project Para training
- B. Certification or Licensure: None

ESSENTIAL FUNCTIONS:

- To assist or directly carry out educational activities designed by teacher and support personnel; i.e., O.T., P.T., Speech Pathologist, etc.
- To assist students with toileting needs and diaper changing.
- To carry out self-care programs with students including feeding, tooth brushing and grooming.
- To assist with unloading and loading students on the van/bus.
- To assist in making the classroom environment cheerful and attractive.
- To maintain immaculate cleanliness standards in the classroom and restrooms.
- To collect and record data.
- To make teaching materials related to the curriculum.
- To carry out structured behavior programs as directed by professional staff.
- To maintain confidentiality of student information.
- To interact/communicate with students as directed by professional staff.
- To perform as a positive member of the educational teamwork effectively with other paraprofessionals in the classroom and a variety of professional staff affiliated with the program.
- To carry out programs in both school and non-school settings as directed.
- To perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Never Occasional Frequent Constant

0% 1-32% 33-66% 67%+

Never: Driving

Frequent: Standing, walking, sitting

Occasional: Bending, stooping, reaching, pushing, pulling, climbing, lifting 10# max, carrying 20 ft., manual dexterity tasks

WORKING CONDITIONS:

- | | | | | |
|----|----------------------|---|---------|------|
| A. | Inside | X | Outside | Both |
| B. | Climatic Environment | All assignments will be in airconditioned environments. | | |